

Title	Staff Leaving Policy ICT
Date	20 th January, 2020
Approved By	LWETB Meeting 20 th January, 2020
For Review By	LWETB Board

LWETB Staff Leaving Policy ICT

1. Purpose

This Policy outlines the responsibilities each staff member has when they are leaving the organisation. It also assists LWETB in ensuring business continuity when staff leave the organisation. The Policy outlines the tasks required from an ICT perspective. This policy should form part of the full staff leaving protocol to be completed by line management.

Handover of workload is the responsibility of local management.

2. Description

This policy applies to all staff who leave LWETB, including retirees and staff members going on a Career Breaks or prolonged periods of scheduled absences.

3. Definitions

“Must”, or the terms “required” or “shall”, refer to an absolute requirement of the policy. “Must not”, or the phrase “shall not”, refer to statements which are an absolute prohibition of the policy.

“Should”, or the adjective “recommended” refers to a statement that should be applied. In certain circumstances, there may exist a valid reason to ignore a particular item. In this case the full implications must be understood and carefully weighed before choosing a different course.

“Should not”, or the phrase “not recommended” mean the specified behaviour should not be performed. There may exist valid reasons in particular circumstances when the particular behaviour is acceptable, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

4. Requirements (before leaving any LWETB premise)

1. Upon notification of staff member leaving LWETB, ICT Support must be informed by the relevant manager. The manager will list the access and usage permissions to systems and programs the staff member has, and schedule these to be revoked on their departure date. It is the responsibility of the manager to ensure a request to revoke any system access provided by third parties is notified to that third party with effect from the staff member’s last day of service.

2. ICT Handover

Staff members should not have any documents held locally on the hard drives of their desktop computers. All documents should be moved to file shares which are backed up regularly.

For those staff members with laptops where documentation is held on the hard drive any important files should be transferred to network shares. The laptop must

be returned to ICT Support where it can be securely wiped and rebuilt for use by another staff member.

Once a staff member leaves LWETB their network access will be disabled. The users account will initially be disabled, and deleted permanently after a period of 6 months.

With the staff member's permission access to their account and e-mails can be given to LWETB for a period of 6 months. The staff member leaving should confirm with management that they understand this arrangement.

3. Access to email

The staff member shall have access to their @lwetb.ie email account for a period of 1 month after leaving. This is to enable the staff member to receive essential emails from payroll / pensions which they may be sent immediately after leaving LWETB.

4. Staff member to set auto-reply on their Mailbox advising of their departure and of alternative contact arrangements.

5. Return of all ICT equipment

All ICT equipment issued by LWETB (laptops, tablets, mobile phones etc.) must be returned to ICT Support before the staff member leaves LWETB premises.

6. Records retention periods to be applied to all mailboxes and records associated with the staff member.

5. Responsibilities

Owner	Responsibilities
Director of Organisational Support & Development	Revisions and updates to the policy
LWETB Management Team	Approval of the Policy
All who use or access LWETB's ICT system	Responsible for implementation of the policy.
Internal and external audit	Monitoring and reporting compliance with the policy