

Staff Access to University Facilities and Leavers' Procedures

April 2016

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Staff Access to University Facilities and Leavers' Procedures April 2016			
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Yes <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	
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Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<p>External queries relating to the document to be referred in the first instance to the Corporate Governance team: email corporate-governance@port.ac.uk</p> <p>If you need this document in an alternative format, please email corporate.communications@port.ac.uk</p>			

The latest version of this document is always to be found at:

<http://policies.docstore.port.ac.uk/policy-136.pdf>

Contents

Page no.

Summary	4
Overview	4
1. Who are 'staff'?	5
2. What access are staff eligible to have?	5
3. Arrangements when staff transfer between departments within the University	5
4. Arrangements when staff are leaving the University	6
Annex 1: Leaver's and Manager's Checklist	7

Staff Access to University Facilities and Leavers' Procedures

Summary

What is this Policy about?

This Policy sets out access levels, rights and responsibilities for staff and what should happen when they leave the University of Portsmouth.

Who is this Policy for?

This Policy is for all staff and managers.

How does the University check this Policy is followed?

Information Services (IS) and Human Resources (HR) will maintain an overview of the impacts of the Policy and the University Executive Board (UEB) will receive reports on any issues raised.

Who can you contact if you have any queries about this Policy?

Enquiries may be directed to the IS Department via servicedesk@port.ac.uk or to HR via hrenquiries@port.ac.uk.

Overview

- University staff have access to University of Portsmouth (UoP) facilities during their term of employment.
- Different categories of staff have different categories of access (e.g. Associate or Honorary appointments).
- The University is obliged to make sure its facilities including physical premises, library services and IT systems are secure and not subject to improper use.
- The University must satisfy contractual obligations to suppliers with respect to Software Licence and Publisher agreements.
- This Policy sets out access levels, rights and responsibilities, and what happens when staff leave the University of Portsmouth.
- All staff need to read and understand this Policy so they can comply, as a leaver and/or a manager.

1. Who are ‘staff’?

- 1.1 The University of Portsmouth employs/appoints support, academic and research staff in the following modes:
- Full-time – open-ended/fixed term/term-time
 - Part-time – open-ended/fixed term/term time
 - Part-time hourly paid (PTHP)
 - Casual (short term contracts)
 - Emeritus
 - Honorary
 - Visiting
 - Staff on secondment from substantive employers (*these are few and infrequent appointments and terms are dealt with on an individual basis*)
- 1.2 All these staff, without exception, should be recorded on the University’s integrated Human Resources/Payroll management information system.
- 1.3 All these staff, without exception, should have either a contract, a terms of engagement or a letter of appointment that sets out clearly the terms and conditions of their relationship with the University.

2. What access are staff eligible to have?

Staff type	UoP premises: office space	UoP premises: campus card	UoP car parking permit	Library access	IT system including email account
FT – all modes	Y	Y	Y	Y	Y
PT – all modes	Y	Y	Y	Y	Y
PTHP	Y	Y	N*	Y	Y
Casual	D	D	N*	D	D
Emeritus	D	D	N*	D	D
Honorary	D	D	N*	D	D
Visiting	D	D	N*	D	D

Key:

Y = Yes

N = No

D = Depends on individual terms and conditions set out in contract or letter of appointment

*Are able to purchase daily scratchcard parking permits

3. Arrangements when staff transfer between departments within the University

If a member of staff transfers departments within the University, it is likely that they will not require access to certain systems or folders in shared drives, or access to certain business applications (e.g. Finance). The staff member’s Head of Department/Service or their agreed delegate should make arrangements to ensure that access to areas no longer required are withdrawn by Information Services and/or the appropriate Business System Owners and any equipment belonging to the department is returned prior to the date of leaving.

4. Arrangements when staff are leaving the University

Staff are required to provide written notice of their intention to leave **the University** to their Head of Department/Service or their agreed delegate, subject to the terms specified in their Contract of Employment/Letter of Appointment. The Head of Department/Service or their agreed delegate should provide a copy of the resignation letter to Human Resources (HR) when the employee is leaving the University only, in order that the resignation may be acknowledged and a Leaver's Pack sent out to the member of staff and copied to the Head of Department/Service or their agreed delegate.

The following areas should be addressed prior to the departure of the member of staff:

- 4.1 The Head of Department/Service or their agreed delegate should arrange a meeting with the leaver to discuss:
- the return of all relevant University property given or lent to the member of staff. These items are noted comprehensively in the Leaver's and Manager's Checklist (see Annex 1);
 - the appropriate action to be taken in respect of paper and electronic files, including those on personal drives;
 - the appropriate action to be taken in respect of access to the University's email and other electronic systems if the accounts are to be closed (see 4.2);
 - any requirement for access to email or other electronic systems to remain open beyond the date of leaving (see 4.3).

4.2 If an email account is to be closed as at date of leaving, the following actions should be undertaken:

- i) Notification to colleagues and associates of leaving date, and new forwarding email address. At the start of the notice period (or earlier if possible) a signature can be set up by the account holder to add automatically to each email sent, along the lines of:

Please be advised that I will be leaving the University on *[date]*. I am handing over my university work portfolio to my colleague *[designated person]* who can be contacted on *designated.person@port.ac.uk*. After *[date]*, if you wish to contact me direct please email *[insert personal email if the leaver requires this and has given permission]*.

- ii) Request for account closure must be made by Human Resources to Information Services. Revocation of any access to delegated accounts via the staff member's email account must be carried out by the authorised user of the delegated account.
- iii) The review of emails by the staff member to ensure necessary correspondence/documents that should be retained for business use are directed to appropriate colleagues. Any emails of a personal nature that the member of staff wishes to retain should be forwarded to a private email address in advance of their date of leaving.
- iv) Once Information Services are notified by Human Resources, the account will be disabled and the data contained within will be held for a period of six months.
- v) Staff should be aware that the University reserves the right to provide the Head of Department/Service, or their agreed delegate, with access to their email account and computer drives in order to extract business information subject to appropriate authorisation being granted. Items that are clearly of a personal nature will not be viewed.
- 4.3 There may be instances where members of staff believe that exceptional arrangements should be made for particular individuals, especially in respect of email accounts. Approval for continued access to electronic systems, including email, beyond the leaving date, can be granted to named individuals on the basis of benefit to the business function. The following steps provide guidance:
- i) The relevant Head of Department or Service must provide a justification for extending the account based on business need. This request should be sent to the Director of Corporate Governance for approval by completing the online staff account extension request form available via IS Self Serve available at:
www.port.ac.uk/departments/services/information-service
- ii) An extension end-date must be given – subject to a 90 day maximum limit.
- iii) A Service Desk call must be raised by the Head of Department/Service to close the account at the end-date.
- iv) The account holder must be informed that any support may be limited during the extension period.
- v) Accounts with 'delegate access' – delegate access will be discontinued at the (real) leaving date – no extension will be applied.

Annex 1

Leaver's and Manager's Checklist

The tasks identified within this document must be completed by the stated deadlines for all members of staff leaving the University of Portsmouth. If authorisation for continued access beyond the leaving date has been provided by the Head of Department/Service or their agreed delegate (as per section 4.3 above), then Table One may not be applicable in its entirety.

Once completed, please return this form to Reception, Human Resources, University House or electronically to hrenquiries@port.ac.uk.

If any assistance is required relating to IT services, please contact the Service Desk on extension 7777.

TABLE ONE						
Leaver's responsibilities	Deadline	Complete?	Line manager's/agreed delegates responsibilities	Deadline	Complete?	Notes
Systems access: All computer system accounts must be appropriately terminated so that access is denied to the leaver	Leaving date		Request IS and/or Business System Owners to remove access to user's account and any additional logins to corporate systems at the end of the working day on the leaving day. Ensure that this stage is completed	Leaving date		Please inform IS Service Desk at least ten working days before the leaving date to plan a smooth closure process. Include all accounts on all systems that the leaver has access to
Email: Remove all personal emails from email account	Leaving date					Email accounts will be closed at the end of the working day on the leaving date – all emails must be removed by this time
Email: Forward business-critical emails to designated person(s)	Leaving date		Ensure that this stage is completed	Leaving date		Email accounts will be closed at the end of the working day on the leaving date – all emails must be removed by this time
Email: If required, disable delegated access to email account	Leaving date					
Email: Set up leaving notification signature	ASAP		Ensure that this stage is completed	ASAP		See section 4.2 of the Staff Access to University Facilities and Leavers' Procedures
Email: Set up leaver's auto-reply	ASAP		Ensure that this stage is completed	ASAP		Leaver should be aware that this is the only automated way that email contacts will be notified that they have left the University
Personal data: Ensure that all personal data is removed from drives (e.g. C, L, K, N)	Leaving date		Access to computer drives will be removed at the end of the working day on the leaving date – all data must be removed by this time			Access to computer drives will be removed at the end of the working day on the leaving date – all data must be removed by this time
Personal data: Ensure that all personal data is removed from any borrowed University IT equipment (laptops, PDAs, etc)	Leaving date					Once returned, any data left on University IT equipment will be permanently removed without exception
Transfer/send/manage work documents and emails with business relevance to appropriate staff	ASAP		Ensure that this stage is completed			

TABLE TWO

Leaver's responsibilities	Deadline	Complete?	Line manager's/agreed delegates responsibilities	Deadline	Complete?	Notes
Equipment: Return all University IT equipment to line manager (laptops, PDAs, mobile computing devices, etc.)	Leaving date		Ensure that all equipment is collected from leaver and returned to IS for secure erasure	Leaving date		
Documentation: Review business-critical paper files/documents and pass to designated person(s)	Leaving date		Ensure that this stage is completed	Leaving date		
Access control: Return Staff/University Card to line manager	Leaving date		Retrieve Staff/University Card and return to University Card Office for secure shredding	Leaving date		University Card Office is located in Block 6, St Andrew's Court.
Access control: Return all room keys to line manager	Leaving date		Retrieve all room keys	Leaving date		
Library: Return any outstanding library loans	Leaving date		Ensure that this stage is completed	Leaving date		
Car parking: Return car parking permit to Transport Services, St Andrew's Court	Leaving date		Ensure that this stage is completed	Leaving date		The Car Parking Office is located in Block 1, St Andrew's Court

I can confirm that all items on the Leaver's and Manager's Checklist have been addressed and actioned as appropriate.

Line manager:

Name: Job title: Date:

Member of staff:

Name: Date:

Please return this completed Checklist to Reception, HR Department, University House or electronically to hrenquiries@port.ac.uk.

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