HR Administrator is responsible for completing this checklist for every employee / member of staff on termination. The Director is responsible (in line with work instruction [ISMS-C DOC 7.3.1](ISMS-C_DOC_7.3.1.docx)) for removal of access rights and for confirming to HR Administrator that this has been done. The final version of the checklist is retained on the employee/staff member’s file.

Checklist

Name of employee/contractor/third party (‘Employee’):

Termination date:

Name of line manager:

**Briefings**

Responsible: [Role responsible for completing]

|  |  |
| --- | --- |
| *Briefing* | *Complete* |
| Employee/staff member briefed on continuity of contractual conditions |  |
| Employee/staff member briefed on continuity of legal responsibilities, duties |  |

**Return of assets**

Responsible: [Role responsible for completing]

|  |  |  |
| --- | --- | --- |
| *Asset* | *Comments* | *Returned* |
| Workstation |  |  |
| Notebook computer |  |  |
| Notebook computer bag and peripherals | [Specify peripherals] |  |
| PDA(s) |  |  |
| Mobile phone(s) |  |  |
| Electronic media |  |  |
| Credit card(s) | [Specify cards] |  |
| Authentication device(s) | [Specify devices] |  |
| Identity card(s) |  |  |
| Manual(s) |  |  |
| Key(s) | [Specify keys] |  |
| Parking permit |  |  |
| [Other assets] |  |  |
| [Other assets] |  |  |
| [Other assets] |  |  |
| [Other assets] |  |  |

**Access rights**

Responsible: [Role responsible for completing]

|  |  |  |
| --- | --- | --- |
| *Feature* | *Comments* | *Complete* |
| Username retired |  |  |
| Folders transferred to line manager |  |  |
| Email diverted to line manager |  |  |
| Removed from group lists |  |  |
| Removed from published information |  |  |
| Accounts not closed on termination |  |  |
| Change of passwords on above accounts |  |  |
| Other |  |  |
| Other |  |  |
| Other |  |  |
| Other |  |  |

***Document Owner and Approval***

The Director (CISO) is the owner of this document and is responsible for agreeing any changes with the IT Manager and for ensuring that this record is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This work instruction was approved by the Chief Information Security Officer on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
|  |  |  |  |
|  |  |  |  |