For every employee or member of staff terminated, the IT Manager is responsible for checking that information assets have been returned, for removal of access rights, and for confirming to the HR Administrator by means of a signed and dated copy of this work instruction that this has been completed.

Checklist:

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

Department:

Termination date:

Name of Manager:

Assets returned:

Workstation:

Notebook computer:

Notebook computer bag and peripherals:

PDAs:

Mobile phones:

Electronic media:

Information assets (specify):

Authentication devices:

Software or system manuals:

Other (specify):

Removal of access rights:

Username retired:

Folders transferred to Manager:

E-mail diverted to Manager:

List accounts not closed on termination:

Change of passwords on the above accounts:

Removal from group lists:

Removal from published information:

***Document Owner and Approval***

The IT Manager is the owner of this document and is responsible for agreeing changes when required with the Director (CISO) and ensuring that this work instruction 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 Head of HR on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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