



Electronic Information Access: Termination

Procedure No.: CS-IT-4	Council Resolution No.: N/A
Department: Information Technology	Authority: CAO
Effective Date: November 13, 2018	Revision Date:
Review Date: November 2021	Repealed Date:
Supersedes: N/A	
Related Policy No.: CS-IT-4	
Related Policy Name: Electronic Information Access: Termination	

Purpose

The purpose of this procedure is to implement the Town of Taber Electronic Information Access: Termination policy, to provide efficient and effective management of electronic information access data and materials, eliminate business loss and protect the Town data from unauthorized access.

Operating Guidelines

I. Employees:

- 1) The direct supervisor informs the Information Technology Department by sending an email to the I.T. Manager before the termination day, unless instant. The email must contain to whom and where the e-mails and phone calls should be forwarded to after termination.
- 2) The Information Department must receive all Town electronics from the user/employee/elected officials at the end of the termination/term day. This includes:
 - a. Cell phones
 - b. iPads
 - c. Key Fobs or Electronic Cards
 - d. Surfaces
 - e. Laptops
 - f. USB Memory Sticks
 - g. Any other electronic devices owned by the Town of Taber



- 3) If the employee used a personal cell phone for Town email, the Information Technology Department must wipe the device.
- 4) At the end of the termination day, Information Technology Department perform all of the following processes:
 - a. Disable user account on the Town system.
 - b. Forward email and phones as recommended in step 1.
 - c. Disable website admin account, if applicable.
 - d. Disable Key Fob, if applicable.
- 5) The following processes are completed as necessary:
 - a. Disable Questica account.
 - b. Disable Dynamics account.
 - c. Change WorkPlace alternates.
 - d. Switch Penny approval workflow.
 - e. Disable AssetFinda account.
 - f. Disable access to any and all other Town applications and accounts as applicable.
- 6) Information Technology staff will wipe the town owned cell phones and iPads to prepare them for the user's replacement or alternate.
- 7) Information Technology staff copies employee's personal drive to "Removed Users" folder.
- 8) 30-60 days after termination, Information Technology staff deletes the user's account, personal folder and email from the Town systems.
- 9) Information Technology staff sends a final termination checklist document to Human Resources via email for filing.
- 10) Information Technology staff sends an email to the Health & Safety coordinator to disable the user on eCompliance and assign tasks to another user.

II. Council, Board, Committee and Commission Members:

- 1) The Administrative Service Manager or designated person informs the Information Technology Department by sending an email to the I.T. Manager before the end of term date, unless instant.
- 2) The Information Department must receive all town electronics from the members at the end of the term date. This includes:
 - a. Cell phones
 - b. iPads
 - c. Key Fobs or Electronic Cards
 - d. USB Memory Sticks
 - e. Any other electronic devices owned by the Town of Taber
- 3) If the member used a personal cell phone for Town email, the Information Technology Department must wipe the device at the end of their term.



- 4) At the end of the term date, Information Technology Department perform all of the following processes:
 - a. Disable user account on the Town system.
 - b. Remove the member account and email will be removed from the Town Systems.
 - c. Disable Key Fob, if applicable.
- 5) Information Technology staff will wipe the town owned cell phones and iPads to prepare them for the member's replacement or alternate.



CHIEF ADMINISTRATIVE OFFICER

Nov. 28/2018

DATE

