EMPLOYEE DATA DELETION

POLICY

INTRODUCTION

This policy states when employee data is deleted after an individual is no longer an active employee of the University of Arkansas at Pine Bluff.

DATA SUSPENSION TIMELINES

When an employee leaves or is planning to depart from the University, HR notifies Technical Services, and all the employee accounts are to be suspended or disabled on the date specified by HR unless otherwise noted by HR.

HR will also notify if the employee's workstation needs to be re-imaged before re-purposing the workstation.

DATA DELETION TIMELINES

Technical Services will wait a minimum of 3 months from the time of notification by HR to suspend or disable the employee's account to begin the process of deleting the former employee's emails, home folder data, and any data from the workstation that was used by the former employee

REFERENCES AND RELATED DOCUMENTS

Researched on the internet and reviewed various Universities' policies online.

POLICY INFORMATION

Continuous improvement. The content of this document subject to regular review based on input from UAPB Technical Services staff and the campus community. Recommendations for development should be submitted to the Director of Technical Services.