

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: IT Security Policy for Employees Leaving the BOR System

NUMBER: 7:2

1. Purpose

Upon resignation, retirement, or termination, it shall be the policy of the Board of Regents that all information technology services, support, and equipment will be rescinded and recovered at the time that the employee's status changes. It is the intent of the BOR that all security measures performed while an individual is employed will be removed prior to that person's employment status change and that all information technology rights and privileges granted during employment will be properly removed. Insofar as Board policy recognizes employee intellectual property rights in works of authorship or data stored on the information technology equipment, employees shall be accorded a reasonable opportunity to make copies, at their expense, of such property. Each institution can determine an appropriate period of time to phase out e-mail services.

SOURCE: BOR, October 2008