

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: IT Security Policy for Employees Leaving the BOR System

NUMBER: 7:2

A. PURPOSE

To secure university assets and data when an employment relationship ends.

B. DEFINITIONS

None

C. POLICY

1. Information Technology Rights

- 1.1. 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it shall be the policy of the Board of Regents that all information technology services, support, and equipment will be rescinded and recovered at the time that the employee's status changes.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 access afforded 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.
- 1.2. When an individual will have a continuing relationship after employment ends, security access and technology use may be afforded on a limited basis as determined by the entity's Chief Information Officer.

2. Intellectual Property Rights

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.

FORMS / APPENDICES:

None

SOURCE:

BOR October 2008; December 2018.