

**SOUTH DAKOTA BOARD OF REGENTS**

**Budget and Finance**  
**Consent**

**AGENDA ITEM: 3 – R (4)**  
**DATE: December 4-6, 2018**

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**SUBJECT**

**BOR Policy 7:2 – IT Security Policy for Employees Leaving the BOR System (First & Final Reading)**

**CONTROLLING STATUTE, RULE, OR POLICY**

None

**BACKGROUND / DISCUSSION**

In an attempt to transition the BOR policies into the new format, BOR Policy 7:2 has been updated to include the purpose of the policy, definitions, and put in the new format. The policy revisions were reviewed by the Business Affairs Council, the Technology Affairs Council, and the Council of Presidents and Superintendents in October 2018.

**IMPACT AND RECOMMENDATIONS**

There are no substantial changes to the policy.

**ATTACHMENTS**

Attachment I – BOR Policy 7:2 – IT Security Policy for Employees Leaving the BOR System

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**DRAFT MOTION 20181204\_3-R(4):**

I move to (1) waive the two-reading requirement of By-Laws Section 5.5.1, and (2) approve the first and final reading of BOR Policy 7:2 – IT Security Policy for Employees Leaving the BOR System as shown in Attachment I.

**SOUTH DAKOTA BOARD OF REGENTS****Policy Manual****SUBJECT:** IT Security Policy for Employees Leaving the BOR System**NUMBER:** 7:2

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**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it shall be the policy of the Board of Regents that all information technology services, support, and equipment will be rescinded and recovered at the time that the employee's status changes.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 ~~measures performed~~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 will 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; \_\_\_\_\_.