

Termination of Access to Data

EHAAK

The intent of this document is to implement policy for quickly, securely and appropriately terminating access to sensitive information when employment ends. This policy applies to Crook County School District #1 in its entirety, including, but not limited to, full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information by CCSD#1.

People are the greatest threat to the security of any organization. It is important that any termination of employment immediately results in both the human resources (HR) and the information technology (IT) departments coordinating activities to ensure:

- Password access is immediately revoked
- Access to all systems and applications is revoked
- The individual is removed from any systems or applications that processed sensitive information
- The individual returns all CCSD#1 property, including electronic devices
- All keys and IDs provided during employment are returned
- The individual is not provided access to his/her desk or office – any such access, if provided, must be limited and carefully supervised

The superintendent is responsible for ensuring all activities identified in this policy are followed through and implemented. Failure to comply with this or any other security policy will result in disciplinary actions as per policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).

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