

## **Termination Procedure**

### **Purpose:**

The purpose is to implement procedures for quickly, securely and appropriately terminating access to sensitive information when the employment of a workforce member ends.

### **Scope:**

This policy applies to Sweetwater County School District #1 in its entirety, including all workforce members.

### **Policy:**

It is important that any termination of a workforce member immediately results in both the Human Resources (HR) and the Information Technology (IT) departments coordinating their activities to ensure:

- Password access is immediately revoked
- Access to all systems and applications is revoked
- The workforce member is removed from any systems or applications that process sensitive information
- All digital certificates are revoked
- Any tokens or smart cards issued to the workforce member are returned
- Any keys and IDs provided to the workforce member during their employment are returned
- The workforce member is not provided any access to their desk or office – any such access, if provided, must be limited and carefully supervised

### **Responsibilities:**

The Security Officer is responsible for ensuring that all activities identified in this Termination Procedure document are followed through and implemented.

### **Compliance:**

District and/or legal action 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).

**Procedure(s):** None

**Form(s):** None

### **References:**

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

Adopted: 8/13/18