

## **12 Revoking Privileges after Termination**

### **OBJECTIVE**

The objective of this policy is to ensure availability, integrity and confidentiality of systems and information of Northern Oklahoma College by revoking the user accounts/accesses of those who are no longer employed by Northern Oklahoma College.

### **SCOPE**

The Policy describes guidelines and procedures to revoke access for any Northern Oklahoma College “User” who is no longer employed by Northern Oklahoma College. The term “user” apply to any person Northern Oklahoma College employees, Staff, Faculty, Adjunct, Student Worker, third party contractors, temporaries, guests, licensees of Northern Oklahoma College, as well as those who represent themselves as being connected – in one way or another – to Northern Oklahoma College who uses, possesses or has access to Northern Oklahoma College communications systems and equipment.

### **POLICY**

- User Access Administration teams are primarily responsible for revoking employee’s access to Northern Oklahoma College information system in the event of Employee’s transfer or termination.
- It is inadvisable to maintain employee’s accounts and accesses on the systems once the employee leaves the organization. It may lead to security threats in future. Certain accounts such as remote access or extranet VPN accounts may allow access to critical systems.
- It is the responsibility of the Employee’s manager and the Human Resources department to notify User Access Administration about an employee’s termination and begin the process to revoke access.
- Upon receiving such notification to revoke access either via email or helpdesk ticket, access management teams will initiate the process of revoking employee’s access to information systems.
- Access to systems will be revoked automatically once the employee ID of the terminated employee is revoked. This includes an employee’s access to all of the domains, Email System, and Extranet. This will prevent further access to any systems.

### **ENFORCEMENT**

Any employee found to have violated the procedures of this policy may be subject to disciplinary action up to and including termination of employment.