Technology Considerations for Exiting Employees

Area	Risk	Action	Who?
DivIT account	Access to member information and ability to edit webpages. Ability to send out bulk email to all members. Access to work area information provided by PO.	Deactivate account. Remove log-in privileges and all security roles.	Division
		Confirm whether they have a PDO account for work area access and if so, deactivate, remove log-in privileges, and all security roles.	PDO (Robin Van Hussen)
DivIT website content	Incorrect contact information on website public pages.	Determine new contact. Update contact information.	Division
Email address	Access to previous emails and information. Ability to send out emails. Division loses access to previous email exchanges.	Does the individual have a @divisionsbc.ca email account? Do they have access to any secondary accounts? Identify who will need access to the email account. Decide whether to put up an automatic reply message.	Division
		Change password and provide access to identified individual.	PDO (Robin Van Hussen)
		Notify PDO Admin team to update contact lists and distribution lists.	PDO (Robin Van Hussen)
		Add automatic reply message if desired.	Division
		Ensure necessary individual emails, or an archive file of all emails is saved for future reference.	Division
		When appropriate (generally after 1-2 months), confirm with the division and delete the email account.	PDO (Robin Van Hussen)
Checkbox Surveys	Access to potentially confidential information and member contacts. Ability to send bulk email to division users.	Change account password. Log in as the user and ensure all surveys created by them have been shared. Remove them from any user groups and deactivate the account.	Division

GoToMeeting and OpenVoice	Ability to change existing meetings.	These accounts are used division-wide with a single username and password so multiple people may have access. **Option 1:** Change the account password. You must have the current log-in information to do this. **Option 2:** Delete the account and transfer scheduled meetings to a different account. A new account can be set up for the division if needed. Identify who would manage the new account and where scheduled meetings should be moved.	If changing the password: Division If deleting the account: PDO (Robin Van Hussen)
Google Analytics	Access to website statistics.	Check whether they have access and, if so, remove it.	PDO (Robin Van Hussen)
SharePoint	Access to potentially confidential information.	Remove their SharePoint access.	Division