HERIOT WATT UNIVERSITY

Heriot-Watt University
Information Governance and Security
Leaver management checklist for managers
Use the "completed" column to tick off each item once it has been addressed. On completion,
file this record in the local personnel file for the individual member of staff and transfer to HR.

AT LEAST ONE WEEK BEFORE LEAVE DATE	WHO	COMPLETED
	Manager	
Meet member of staff to review records and information they hold in electronic and paper filing systems, including email. Use records retention schedules to determine what should be destroyed confidentially, transferred to Archive, Records Management and Museum Service (ARMMS) or retained by manager.	Manager, leaver	
Staff leaver to review information held in home (personal) drive and email and ensure that all information needed by the university, in particular information recording actions, decisions, commitments or agreements made in the course of work, is transferred to a shared filing system or, if confidential to the manage, by the leave date.	Leaver	
Ask information governance coordinator to transfer any records that need to go to ARMMS at end of contract for retention or archiving.	IG coordinator	
Give central and local IT staff notice of requirement to close user account after leave date and transfer access to manager for 6 months after leave date so that manager can review any records held on personal drive/account that need to be retained by university	Manager/IT	
Arrange for staff member to bring in any personally owned laptop or smart phone they use to process confidential university information so that central or local IT staff can completely cleanse it of university data.	Manager/IT	
ON LEAVE DATE	WHO	COMPLETED
Receive and record return of all property allocated to the leaver - Keys - Laptop or personal organiser - Phone - USB memory sticks/ portable drives	Manager	
Receive and record the return of records and information assets created or used by member of staff in the course of work	Manager	
IT to disable user accounts held by leaver and transfer access rights for manager for 6 months to review and transfer records to shared filing systems or to ARMMS	IT	
Change passwords and access codes for shared email accounts and entry systems used by leaver	Manager/IT	
AFTER LEAVE DATE	WHO	COMPLETED
Transfer local personnel file for leaver to Human Resources for collation with central file and transfer to ARMMS		
Transfer records for short term retention or archiving to ARMMS	IG coordinator	
Complete review of records and information held by leaver in paper or electronic format. Transfer to current records system, to ARMMS or destroy confidentially.	Manager	
IT to delete any confidential information held university laptops, smart phones USB sticks and other portable data storage devices used by the leaver before they are issued to anyone else.	IT	