Policy on Extending Staff User Accounts

Information Technology

Unit name goes here

## Purpose

* 1. This document sets out the policy governing the extension of staff accounts beyond the employment of a member of staff at the University and the circumstances in which it is appropriate to extend an employee’s account.
  2. It aims to ensure that the University does not find itself at risk due to the accounts being extended when there is no good reason.
  3. It covers the types of data that should normally be accessed by a staff member when beyond the scope of their employment.

## Why is this policy is important

* 1. This policy is designed to protect the University by ensuring that people do not have access to resources or data that is not covered by a University business contract.
  2. The policy is provided to ensure that licence costs for provided software are only available for those who are entitled to them.
  3. The policy also ensures that there are routes when a staff account may be extended, and to ensure that the process that governs this is clear and transparent.

## Scope

* 1. This applies to all University staff accounts that are provisioned through the creation of a staff record in the HR system.
  2. This policy does not cover external accounts (those that are created in the IdAM system for the purposes of use by external agencies) or student accounts (those that are provisioned for use by Undergraduate and Postgraduate students through the creation of records in the Student Information System).

## Policy Statement

* 1. It is normally expected that a staff account is closed once the member of staff has stopped being employed by the University of Reading.
  2. There are a number of reasons why staff accounts can be extended beyond the lifetime of the contract of employment. These are:
     1. Emeritus Professors (considered to include Professor Emerita and Honorary Fellow)
     2. Visiting Fellows (considered to include Visiting Research Fellow and Executive Fellow)
     3. Those continuing to work on Research Projects after they have left the University
  3. The process for conferring the titles in 4.b.i and 4.b.ii above are documented in the “[Visiting and Courtesy Titles Procedure](http://www.reading.ac.uk/web/files/student-and-academic-services/Visiting_and_Courtesy_Titles.pdf)”. The extension process is undertaken by the Middleware team on being notified by Academic and Governance Services (AGS).
     1. These accounts will be maintained as long as the honorary title is held. The individual holding the honorary title will be required to agree to use the account as set out in (h) below.
  4. Research Assistants will frequently continue to collaborate on a project once they have stopped working for the University of Reading. In these instances, the staff account can be extended to ensure that legitimate resources are still available for their use. These resources are: account records, storage systems, compute clusters and email accounts.
  5. Access to all corporate systems must be removed as a matter of course. For all user account types that are extended beyond the length of the employment contract, access to personally identifiable data and highly sensitive data should be removed. If such access is required, advice should be sought to ensure that the appropriate contractual arrangements are put in place to protect the University and ensure any obligations concerning that personal data are met.
  6. The process for the extension of accounts that fall into 4.b.iii should be done through the University Identity and Access Management system and will be managed by IT. Accounts should only be extended for as long as they are needed for a maximum of 6 months.
  7. If an account extension beyond 6 months is needed then this should be raised through the Service Desk tool and raised as a Requestable Item and is subject to approval by the Director of IT.
  8. In any circumstances where a staff user account is extended, the individual must agree to comply with the University’s Information Compliance Policies and the Regulations for the Use of the University’s IT Facilities and Systems, as well as appropriate confidentiality obligations.

## Process

* 1. To enable an account to be extended, the line manager of the member of staff will request an extension using the University supplied Identity and Access Management system
  2. This request will then be passed for approval to the nominated approver, normally the Head of School or Head of Function (or their nominee).
  3. Once approval is granted the account will be extended by the length of time requested, up to a maximum of 6 months. This process will occur overnight and if the account has already been disabled may require a password reset.

## Document control

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