

Network ID and Email Account Deprovisioning Policy

Policy Statement

This policy outlines the criteria for deprovisioning the network ID and email account issued to an individual by the University.

Purpose of Policy

A standardized deprovisioning policy for University issued network ID and email accounts allows for the adherence to federal, state and local, legal, regulatory and statutory requirements (e.g. HIPAA, FERPA, GLBA), as well as minimizes University risk for unauthorized access to University systems and data.

Terminology

Affiliate - defined as, but not limited to, any faculty, staff, student or guest (contractor, vendor, etc.)

Email – Electronic Mail. An information vehicle for communications within the University and between the University community and others worldwide, which provides communications and collaboration, reliability, security, and business continuity.

FERPA – Family Educational Rights and Privacy Act of 1974 is a law that protects the privacy of student education records.

GLBA - The Gramm-Leach-Bliley Act (GLB Act or GLBA), also known as the Financial Modernization Act of 1999, is a federal law enacted in the United States to control the ways that financial institutions deal with the private information of individuals.

HIPAA - HIPAA (Health Insurance Portability and Accountability Act of 1996) is United States legislation that provides data privacy and security provisions for safeguarding medical information.

Network ID – a unique network identifier assigned to affiliates. It is used in conjunction with a password for accessing many of the electronic services available at Southeastern.

Separation - defined as, but not limited to, any faculty, staff, student, or contractor no longer employed, attending, or performing work for/with the University.

Applicability

The policy is applicable to all faculty, staff, students, alumni and guests who are issued a network ID and email account by the University. For alumni, faculty, or staff that graduate or retire prior to January 3, 2023, applicability of this policy will begin June 30, 2023. Applicability for all others is effective with approval of this policy.

Policy Procedure

- When a Southeastern affiliate no longer has an active role at the University, based on notification from source systems, their University network ID and email account will be inactivated as follows:

Alumni (Graduated)

- Email account will remain enabled as long as it is actively used
- Non-email services such as file sharing, document editing, calendaring, etc., will be deactivated
- Must remain in good standing with Southeastern Alumni Association (good standing is assumed unless determined otherwise by the Alumni Association)
- If an alumnus was employed by Southeastern in any capacity (faculty, staff, student worker, contractor), their previous email will be archived and a new account will be created with the same email address
- The account password will automatically expire after 90 days of inactivity

Staff Employees (Terminated or Voluntary Separation)

- If the staff member is also an Alumni, then the Alumni process is followed
- Otherwise:
 - Southeastern network ID and email account will be deactivated as of separation date
 - No forwarding capabilities will be allowed

Faculty Employees (Terminated)

- If the faculty member is also an Alumni, then the Alumni process is followed
- Otherwise:
 - Southeastern network ID and email account will be deactivated as of separation date
 - No forwarding capabilities will be allowed

Retirees, Faculty Employees (Voluntary Separation)

- If the retiree or faculty member is also an Alumni, then the Alumni process is followed
- Otherwise:
 - Southeastern network ID will be deactivated as of separation date
 - Email Account
 - May formally request that the Office of Technology forward email to an external address for a period of time not exceeding ninety (90) days
 - Email forward deactivated after ninety (90) days
 - If no formal forward request is made, the email account is deactivated
 - Upon recommendation by the dean, and approval by the provost and President, account may remain active for a period not exceeding 180 days
- LMS
- Upon request and approval by the department head, dean and provost, the Office of Technology will work with the separated faculty member, within reason, to provide course materials and data, as appropriate, from previous courses
 - Requested data must not be of a sensitive nature

Students (Inactive Status)

- A student becomes inactive when not enrolled in at least one course for a period of twelve months (fall, spring, summer) semesters
 - Southeastern network and email account will remain active during the twelve-month period of nonenrolment
 - After the twelve-month period of non-enrollment, the student's network and email account will be disabled
 - The student may then follow University procedures for reinstatement to have the account reactivated

Guests

- Deactivated and deleted after the account is no longer needed
- All faculty, staff, and student network and email accounts will be preserved.
- The University reserves the right to revoke any account (faculty, staff, student or guest) at any time.

[End of Policy]