



## University Information Services

### Security Policy for Staff Departure

Please read the following list of undertakings and confirm by signature that they have been implemented prior to your departure:

- I have informed as many of my e-mail contacts as possible that my account will not be an appropriate contact point in future. I have provided them with new contact details. Personal correspondents have, as far as possible, been informed not to use my @admin e-mail address past my departure date.
- I would like \_\_\_\_\_@admin.cam.ac.uk to be setup with Full Access  or Read-only Access  to my \_\_\_\_\_@admin.cam.ac.uk email account.
- Alternately, if appropriate, I have set up my e-mail delegation profile to allow access to particular people in my section to monitor work related e-mails that arrive after my departure date. ***(Please be aware that any personal e-mails arriving after your departure date, could be accessed by whoever you grant delegation rights to).***
- I have checked and transferred all work-related documents stored on my personal drive (M:\) or on any floppy disks / CDs in my possession, to either a division or section drive where it will be accessible by my colleagues, or to a suitable person in my section.
- On my day of departure, I will set my Out of Office to run. The message will state that my address is no longer in use, and it will include details of the new contact in my section for work-related matters.

I understand that my account will be expired upon receipt of this form at the address stated below, and deleted in line with MISD / UIS policy.

Signature of Leaver: \_\_\_\_\_

Printed name (Block Capitals please): \_\_\_\_\_

CRSID or Username (e.g. ab123):  
(e.g. Beginning of your e-mail address) \_\_\_\_\_

Leaving Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Once completed and signed, scan and send this form to [servicedesk@admin.cam.ac.uk](mailto:servicedesk@admin.cam.ac.uk) or via UMS to, UIS Helpdesk, Roger Needham Building, 7 JJ Thomson Avenue Cambridge CB3 0RB. Alternatively, you can fax it to x39003.

Thank you.