

Columbia Business School
Account Terminations and Data Retention Policy for Faculty and Staff

Faculty

Upon notification by the Dean's Office of a faculty member's last day of service with the Business School, a faculty member's network accounts and email service will terminate on the scheduled date at 5pm. It is incumbent on the faculty member to work with their support specialist to (1) backup or migrate their email from our Exchange service, (2) change their LionMail email forwarding rule to another service if the faculty member is a University, alum, retired, or has received special dispensation to retain their UNI, (3) backup or migrate their data on their w:/ personal share or the Research Grid, (4) backup or migrate data on any computers that will be returned to the Business School, and (5) disable (or transfer to personal) their CrashPlan institutional account.

On the scheduled leave date, a faculty member will no longer have access to their Exchange account or Business School resources. A faculty member's email account data, personal share on the network drive and CrashPlan data storage account(if not transferred to a personal account) will be deleted during ITG's account cleanup period six(6) months from the faculty member's departure date. Research Grid data will be deleted thirty(30) days after a faculty member(or PHD student) leaves the School.

Any computers or devices returned by faculty members will be data wiped within one week of return to ITG.

Under special circumstances, a faculty member's access to School services after their departure date can be granted by the Dean's Office, but only for a 30-day period.

Administrative Staff, Casuals

Upon notification by Human Resources of a staff member's last day of service with the Business School, the staff member's network accounts and email service will terminate on the scheduled date at 5pm (or earlier if requested). ITG will not assist the departing staff member on migrating or backing up any data unless instructed by Human Resources. If the departing staff member is an active student or transferring to another University affiliate, an ITG support specialist can assist with changing their LionMail forwarding rules. Any hardware used by the staff member will be secured by the respective manager in the case of laptops, or left on the workstation in the case of desktops.

On the scheduled leave date, a staff member will no longer have access to their Exchange account or Business School resources. A staff member's email account data, personal share on the network drive and CrashPlan data storage will be deleted during ITG's account cleanup period six(6) months from the staff's departure date.

Any computers or devices used by the departing staff member will be data wiped before the device is re-assigned.

In special circumstances, upon request from Legal or Human Resources, ITG will export data to external media and provide it to Legal or Human Resources, or retain the data indefinitely as requested.