



### **Departing Employee Access to ICT Resources**

Under normal circumstances, access to the divisional email and ICT resources will be disabled one month after employee departure related to resignation or retirement. Employee user accounts and profiles will also be disabled but not deleted.

Access to the divisional email and ICT resources may be disabled immediately upon termination or mutual end of employment.

In some instances, upon the request of the departing employee and approval of the Division, access to ICT resources can be sustained beyond these parameters.

It may be necessary for a supervisor to access work files or email accounts after employee departure from the Division in order to preserve continuity of work. Therefore, employees are encouraged to remove any personal files or email from Divisional computers and servers prior to their departure.