**Retention of IT Systems-**

**Retention of Access to UL IT Systems**

**Application Process**

**Procedure:**

Any persons leaving employment in the University of Limerick (UL) will not retain access to UL systems, including an @ul.ie email address.

**Basis of decision:**

**Legal advice received by the University highlights the significant risks continued access to email and systems creates in relation to cyber security, data protection, records management and risk of data loss.**

**On the basis of further advice from our insurance brokers and auditors, we are obliged to mitigate against any and all such risks to the University.**

**Exceptions Process under the following circumstances:**

Where a member of staff who in leaving the University is required to continue to undertake / complete **research or other specified UL work**, ongoing access to their @ul.ie email account may be approved for a period of up to 12 months.

The approval of the direct line manager, the respective Executive Committee member, the HR Director and the ITD Director is required.

The maximum term of any extension period is 12 months.

Further extensions, if required, must have the reapproval of each of the above officers.

**Terms and Conditions:**

Users must follow all standards and requirements relating to the use of the University’s IT Resources and University Information Assets as outlined in the *Acceptable Usage Policy* and *IT Security Policy* available on the [UL Policy Hub](https://www.ul.ie/policy-hub/).

The user must not undertake any actions that bring the University into disrepute.

Where this is understood to have occurred, the University of Limerick reserves the right to take such action as necessary to include the immediate and permanent removal of access to systems and the initiation of legal action where appropriate.

**Retention of Access to UL IT Systems-**

**APPLICATION FORM**

1. **Leaver Details- please complete Section 1 only and return per the details below.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personnel  Number |  |  |  |  |  |  |  |  | Employee  Name |  |
| Department |  | | | | | | | | Division/Faculty |  |
| Leaving Date/Retirement Date |  | | | | | | | | Extension Date  (The maximum term of any extension period is 12 months*)* |  |
| Reason for Extension  P*rovide details on the nature of the* ***University work*** *to be completed.* |  | | | | | | | | | |
| Compliance with policy and procedures | I agree that usage of this account is governed by the standards and requirements set out in the Acceptable Usage Policy, the IT Security Policy and associated procedures. | | | | | | | | | |
| Applicant Signature |  | | | | | | | | Date |  |

1. **Head of Dept./Manager Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| I understand it is UL policy that persons leaving their employment in UL will not retain access to UL systems, including an @ul.ie email address.  I confirm that access is required for a finite period to enable the Leaver named above to **undertake/complete the University work specified above only**. I confirm that this exception to UL policy is in the interests of the University. | | | |
| HOD/Manager Signature |  | Date |  |
| Comments |  | | |

1. **Executive Committee Member Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| I am satisfied / It has been confirmed to me that access to UL systems is required for a finite period to enable the Leaver to undertake/complete **University work only.** | | | |
| EC Member Signature |  | Date |  |

1. **HR Director Approval ITD Director Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HR Director Signature |  |  | ITD Director  Signature |  |
| Date |  |  | Date |  |

**Please forward completed form to the Compensations and Benefits Team, Human Resources Division for implementation (Email: compandbens@ul.ie)**