

College Operating Procedures (COP)



Procedure Title: Electronic Data Preservation
Procedure Number: 02-0408
Originating Department: Information Technology

Specific Authority:

Board Policy 1001.65
Florida Statute
Florida Administrative Code

Procedure Actions: Adopted: 11/14/13

Purpose Statement: The purpose of this procedure is to secure and preserve the electronic data located on the departing employee's computer.

Guidelines:

Florida SouthWestern State College (College) acquires, develops, and maintains software, computers, computer systems, and networks for College-related purposes as part of its infrastructure. The College's computing resources and infrastructure are made available to employees in support of the College's mission and to promote the free exchange of ideas among members of the College community and between the College community and the wider local, national, and international communities. This policy governs the preservation and storage of computer data created, maintained or controlled by an employee who is separating from employment with the College.

I. Procedures:

A. Preserving Computer Data

1. The immediate supervisor of the departing employee is responsible for not allowing any access to the employee's computer for one working day immediately following an employee's separation from employment.
2. If the immediate supervisor is unable or unwilling to comply, notification must be made to the Information Technology Department ("IT") before date of separation to coordinate removal of the computing resource or other appropriate steps as determined by IT to ensure data preservation. In order for the IT to preserve the College's data on the departing employee's computer the following steps are outlined below.

B. Voluntary Separation From Employment

1. Upon being notified by Human Resources (HR) of an impending separation from employment, IT will provide *Employee Departure Request for Data* form

to the supervisor or department head. The form will also be available to employee upon request to IT, HR, or document manager.

2. IT will review the completed *Employee Departure Request for Data* form with Information Security Officer and other IT Staff where applicable.
3. IT will review the applicable data request with supervisor or department head and arrange to place data in appropriate network locations, provide access to data, or copies of personal data to the separating employee.
4. IT will remove departing employee's hard drive following data recovery procedures.

C. Involuntary Separation From Employment

1. IT will remove departing employee's hard drive or computer the same day as termination and secure the data as described in Paragraph D, below.
2. IT will review the data request with separating employee's supervisor.

D. Data / Hard Drive Recovery Procedure

1. IT will contact the Information Security Officer and review Request for Data form if applicable.
2. Once removed from the computer the hard drive will be placed in a static bag for storage.
3. The date, location (building and office), employee's name, model PC and PC service tag number will be placed on a card within the static bag along with the hard drive.
4. The recovered hard drive will be delivered to the Information Security Officer for placement in a secure fire proof safe.
5. Information Technology will promptly install a new hard drive in the deployed PC with fresh/new imaged for continued use.