

Appendix B –

Data Retention and Disposal Policy – Management of Member and Employee Email/Office 365 Accounts and Mailboxes

This procedure is to be followed when a Member resigns from the Council or a member of staff leaves the employment of the Council.

Members:

Town Clerk notified of the resignation.

Town Clerk or delegated Officer - instruct IT Consultant by email to remove access to account immediately.

IT Consultant to archive mailbox and account contents for 12 months.

IT Consultant deletes account, mailbox and all contents after 12 months and notifies Town Clerk or delegated Officer in writing.

Employees:

a. Personal accounts

Town Clerk or delegated Officer – instruct IT Consultant by email to remove Office 365 access at 5.00pm on last day of employment

Mailbox to have out of office divert message for three months (keeping the account live)

After 3 months IT Consultant to archive mailbox for 2 years

After 2 years – IT Consultant to check with Town Clerk/delegated Officer for email confirmation that the account mailbox can be deleted.

b. Officer role specific accounts (eg Town Clerk, Finance Officer, Accounts, HR, Enquiries)

Town Clerk/delegated Officer – instruct IT Consultant by email to change password at 5.00pm on last day of employment maintaining access for other authorized staff.

c. Accounts where more than one employee has access

Town Clerk/Delegated Officer to instruct IT Consultant by email to change password at 5.00pm on last day of employment of departing team member maintaining access for other authorised staff.

d. Teams

Once the IT Consultant has removed Office 365 access is automatically removed. Chats should be deleted from Teams.