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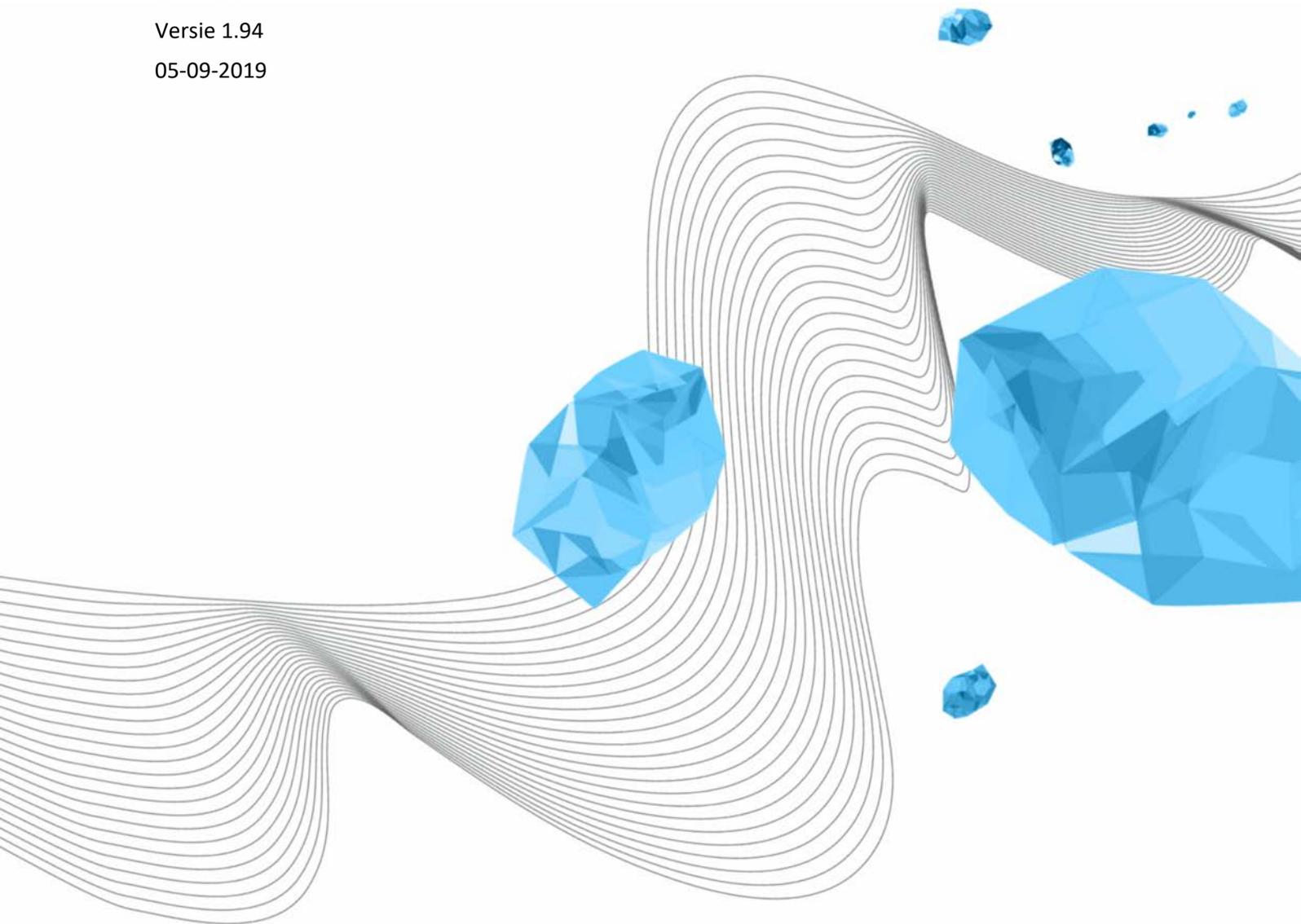
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ARRANGEMENT ICT-FACILITIES FOR EX-UT EMPLOYEES AND STUDENTS

Jan Evers

Versie 1.94

05-09-2019



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Arrangement ICT-facilities for ex-UT employees and students

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AUTEUR(S)

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DOCUMENTHISTORY

VERSIE	DATUM	AUTEUR(S)	OPMERKINGEN
1.0	2009	Wim Koolhoven	Definitieve versie regeling
1.6	03-12-2018	Rianne te Brake	Afschaffing standaard grace period
1.7	13-12-2018	Rianne te Brake	opmerkingen security overleg verwerkt
1.8	21-03-2019	Jan Evers	Opmerkingen MT LISA verwerkt; voorstel grace periode in lijn met wensen en haalbaarheid bibliotheek
1.9	08-04-2019	Jan Evers	Opmerkingen Olga, Marjolein, Henk verwerkt (verduidelijking grace period, student 1 mnd, medewerker 3 mnd, verlening medewerker per 3 mnd 4 wkn voor verlopen grace period)
1.91	17-04-2019	Jan Evers	Leidinggevende kan besluiten tot geen grace period Toelichting persoonlijke dataopslag toegevoegd
1.92	08-05-2019	Jan Evers	MT LISA: grace period OBP beperken tot 1 mnd
1.93	24-06-2019	Jan Evers	Opmerkingen UCB 4/6 verwerkt: handhaven 12 mnd grace period voor wetensch personeel, toegang tot mail belangrijk, andere (dure) licenties stoppen
1.94	05-09-2019	Jan Evers	Verlenging grace period via HR ipv ICT service desk

DISTRIBUTIONLIST

VERSIE	DATUM	AUTEUR(S)	GEDISTRIBUEERD AAN
1.5	22-11-2018	Rianne te Brake	Jan Evers / Henk Swaters / Marc Berenschot / Peter Peters / Erna van der Zandt / Wim Olijslager
1.6	06-12-2018	Rianne te Brake	Jan Evers / Henk Swaters / Marc Berenschot / Peter Peters / Erna van der Zandt / Wim Olijslager
1.7	14-01-2019	Rianne te Brake	MT LISA
1.8	21-03-2019	Jan Evers	Olga Steen, Marjolein Drent, Henk Swaters
1.9	08-04-2019	Jan Evers	Olga Steen, Marjolein Drent, Henk Swaters
1.91	17-04-2019	Jan Evers	MT LISA
1.92	08-05-2019	Jan Evers	I-Beraad, UCB
1.93	01-07-2019	Jan Evers	UCB 09-07-2019: positief advies gegeven CvB 03-09-2019: vastgesteld

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1. PRINCIPLES

1. This arrangement relates to persons who terminate an employment relationship with the UT (ex-employees) or are written out in a study (ex-students). This includes the users of a guest registration that is terminated. These persons are registered as such in the staff or student registration system of the UT and have an e-mail address ending in @utwente.nl (ex-staff) or @student.utwente.nl (ex-students). In this arrangement all these persons are referred to as ex-UT-ers.
2. The transition from student to alumnus is outside this arrangement, because the graduate student as an alumnus has a different relationship with the UT and receives a new e-mail address (@alumnus.utwente.nl).
3. In principle, as of termination of employment or study, ex-UT-ers no longer have access rights to the UT's ICT-facilities as reserved for employees and students of the UT. The UT has no formal relationship anymore with these ex-UT-ers.
4. Exception to this principle is possible in accordance with the regulation below. The regulation establishes a standard grace period, following the termination of the formal relationship with the UT.
5. After the standard grace period, the ex-UT-er may request a renewal. Approval is granted if this is in the interest of the UT, in the opinion of the manager of the organizational unit with which the ex-UT-er had the last formal relationship. Renewal of the grace period is only possible for ex-employees.
6. The access rights during the grace period are limited to the minimum necessary package of ICT-facilities in relation to the UT-importance. In general, this will only concern e-mail address, e-mailbox and storage of personal data.

2. GRACE PERIOD ICT-FACILITIES EX-UT-ERS

1. When the registration of the institution systems (personnel registration/student registration) shows that the formal relationship of the ex-UT-er with the UT has ended, LISA ensures the closure of access to the ICT-facilities. In addition, for ex-employees LISA removes the contents of the personal e-mailbox and personal data storage (M-drive, SURFdrive, Google Docs, Office 365, etc. – to the extent created with the personal UT account). Files of the ex-employee in locations other than his personal data storage will continue to exist. Access to institution systems is also closed. For ex-students, LISA deletes the Google account.
During the grace period, the ex-UT-er retains limited access to ICT-facilities. For a description of this, see the articles below.
2. There is a standard grace period of 1 month for students, 1 month for support staff (OBP) and 12 months for scientific staff (WP). The ex-UT-er retains limited access to ICT-facilities during this grace period. For business importance, the administrator of the organizational unit to which the employee belongs may decide to a grace period of zero months for the employee. The grace period for an ex-employee can be extended to a specified date by submitting a request to the administrator of the organizational unit with which the ex-UT-er had the last formal relationship. When the administrator accords a grace period renewal request, the administrator will pass the end date at least 4 weeks prior to the grace period to the ex-employee and to the HR service desk. This to prevent data loss.
3. Ex-UT-ers retain access to the following ICT-facilities during the grace period:
 - Ex-employees:
 - personal e-mailservices, including calendar, task list, and contacts;
 - If applicable: e-mailbox with delegated access;
 - personal data storage;
 - digital library.
 - Ex-students:
 - Google Apps for Education;
 - digital library.

During the grace period, the ex-UT-er retains his or her e-mail address (@utwente.nl or @student.utwente.nl).

4. Extending the access rights to other applications is optional for ex-employees. A request from the ex-employee is assessed by the administrator of the organizational unit with which the ex-UT-er had the last formal relationship and aligned with the holder of the relevant application (s). Access to an application is only possible during the grace period, insofar as the holder and the license terms allow.
5. When the administrator accords a request for access to another application during the grace period, the administrator will inform the ex-employee and the administrator of the application concerned at least 4 weeks before the end of the appointment or the end of the grace period.
6. Access to the ICT-facilities In the extended grace period remains the same as in the original grace period. If there is an extension of access rights in accordance with article 4 of this regulation, it is explicitly stated whether these extended access rights are also valid in the extended grace period.
7. After expiration of the (extended) grace period of ex-UT-ers, LISA closes the access to the ICT-facilities and removes the data as described in article 1 of this arrangement.
8. The administrator of the organizational unit with which the ex-UT-er had the last formal relationship, informs the ex-UT-er that when using the ICT-facilities, he or she is obliged to comply with the applicable digital code of conduct for employees or for students of the UT.

3. FINAL PROVISIONS

1. This arrangement shall be evaluated bi-annually. The forthcoming evaluation will take place in 2021.
2. In cases where this arrangement does not provide, the board decides.
3. This arrangement replaces the Arrangement ICT-facilities for ex-UT-ers of 20 September 2011.