**POLICY & PROCEDURES**

***Defining the Overall Approach toward Meeting a Requirement***

### **Termination Procedures §164.308(a)(3)(ii)(C)**

### **Effective Date:** <Month Day, Year>

### **Policy Number:** <If applicable> **Rev.** 0

**Policy:** When the employment of our workforce member ends, their information systems privileges must be disabled or removed and they must return all equipment supplied by us in a timely manner.

**Procedures:** When the employment of our workforce member ends, their information system privileges, both internal and remote, will be promptly disabled or removed. They will return all equipment supplied by us by the time of their departure. If a workforce member is to be terminated immediately, their information system privileges will be removed or disabled just before they are notified of the termination.

**Details:** The termination procedures include but are not limited to:

* Upon termination of employment, access to facilities, information systems, data, documents or services that contain sensitive information is disabled or removed as soon as practicable.
* Revocation of privileges shall at a minimum include deactivation of user IDs and passwords, and/or removal from access lists; and any other appropriate steps to terminate or alter a user's access to sensitive data, systems and environments.
* Access cards to offices are collected, and if not collected, deactivated promptly, if any.
* Security system access codes are immediately be deactivated.
* Any physical keys, confidential or sensitive materials are collected.
* Documentation (e.g. off-boarding checklist) of the practices in place will be retained as evidence of compliance.

**Location of supporting documentation:** If so, identify the document and location it is stored here.

## REVISION HISTORY

| Revision | Date | Initiator | Nature of Change |
| --- | --- | --- | --- |
| 0 |  |  | Initial draft |
| 1 |  |  |  |