

# Information Security Controls for Exits

## Q&A for departing employees

### What happens to my access to Accenture systems and data as I get ready to leave the company?

- ❑ Your access is carefully managed to ensure we uphold data security practices that are important our clients and our business overall
- ❑ Controls may be applied to your account that will limit your access to sites containing Accenture, client proprietary, and ecosystem partner information and will prevent the download of information to personal devices or accounts. In addition, controls for preventing potential data loss through email will be applied
- ❑ **You will still be able to access most Accenture tools and applications from your Accenture-managed or authorized device**

### How will this impact me? What accesses will be limited?

You will **no longer be able to...**

- ❑ ...Access personal webmail (i.e., Gmail, Yahoo Mail, etc.) in a browser, **unless utilizing the [ProofPoint Email Isolation Browser](#)**
- ❑ ...Access the Windows Mail application on Accenture workstations. Outlook should be used as your primary work email application
- ❑ ...Email attachments from Outlook to personal email accounts (i.e., gmail.com, hotmail.com, etc.), **unless the attachment is labeled as “Private.zip” (1) (2).** Graphics in signatures should be removed to allow emails without attachments
- ❑ ...Upload, backup, or sync to personal storage sites (i.e., Box.com, Dropbox, iCloud, Google Drive, etc.) or write to USB **(2)**

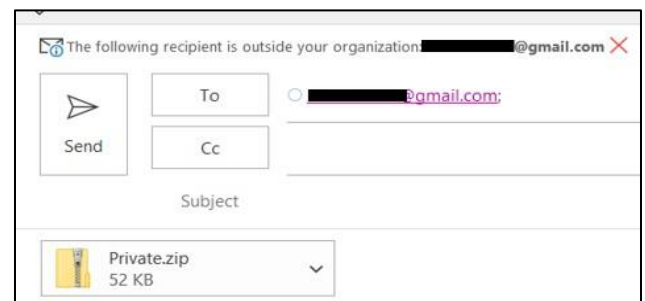
- ❑ ...Access internal repositories (i.e., Intelligent Knowledge Experience / Knowledge Exchange, Reinvention Console, etc.)
- ❑ ...Access Accenture internal collaboration tools (i.e., OneDrive, Teams, Web-email, SharePoint, etc.) or Restricted applications (i.e., SAP) from non-managed or unauthorized devices
- ❑ ...Access CyberArk (PAM.accenture.com) and Administrative accounts
- ❑ ...Access sensitive business apps (i.e., SAP BR, ManageMy Suite, Insights MP)

(1) Excludes following countries: Belgium, Costa Rica, Finland, France, Germany, Israel, Kazakhstan, Luxembourg, Qatar, Sri Lanka, Turkey (DLP not legally approved for leavers)

(2) We fully understand that you may have some personal files on your Accenture device – see below for a step-by-step guide on how to transfer them

## How do I transfer personal files from my Accenture device?

- ❑ It is **highly recommended that you do not wait until the last few days** before your departure to transfer your personal data, in case you have technical issues
- ❑ **If you have a small number of personal files that you wish to remove from your Accenture-managed device**, such as personal documents, photos, etc., add those to a file or folder titled “**Private**”. If any characters are added to “Private” (i.e., Private1.zip, Private.zip2.zip, Private.zip.zip), this email will be blocked
- ❑ Zip this file or folder using WinZip (this can be downloaded from the [Software Catalog in Accenture Support](#))
- ❑ The file should look like this after it is zipped:
- ❑ Attach this file, explicitly named Private.zip, and send from your Accenture Outlook email to your personal email, removing any graphics in email signatures





There is a **25mb-size limit** for transmission via Outlook. **If you have many files or large documents that need to be transferred and the “Private.zip” process is not adequate, an exception may be requested to temporarily allow normal abilities to transfer files.**

Follow the exception process outlined on the following page to request a temporary exception.

Private.zip files will be transmitted but may still be subject to existing security monitoring (where legally approved). Additional information on data loss prevention (DLP) monitoring policies can be reviewed here:

<https://in.accenture.com/connectivitysecurity/data-loss-prevention-dlp/>

***As a reminder, any work products created to serve a business purpose are not considered personal but instead proprietary to Accenture or its clients and should never be included in the zip file.***

## **How do I access my personal webmail (e.g.: Gmail, Yahoo Mail) from my Accenture device?**

- ☐ You will be able to access your personal webmail through the [ProofPoint Email Isolation Browser](#) instead of your regular internet browser
- ☐ The Isolation Browser blocks the ability to upload and download attachments to and from your personal webmail. Viewing and printing attachments is enabled
- ☐ Visit the [ProofPoint Email Isolation Browser support site](#) for instructions on how to register and use the browser, as well as Frequently Asked Questions

## What if I need my access back for business or client delivery purposes, or if the process outlined above to remove personal files is not adequate?

- ☐ **Requests for access reinstatement are available through an exceptions process.** Additional approvers may be needed based on the request type. Note that once approved, it will take 6-8 hours for your access to be fully restored for the designated period and per the type of exception.
- ☐ To **submit an exception request**, or for additional details, visit this site: [https://ts.accenture.com/sites/HR\\_Information\\_Security\\_Access\\_Exceptions/SitePages/Home.aspx](https://ts.accenture.com/sites/HR_Information_Security_Access_Exceptions/SitePages/Home.aspx)

## Who can I contact for additional inquiries on these controls and processes defined above?

- ☐ Please contact your HR Partner, Exit case manager, or send your inquiry to [HR.EnablementCenter](#). The HR Enablement Center will provide a response within 24 hours during business hours

## Your Data Privacy

The protection of your personal data is very important to Accenture. Accenture is committed to keeping your personal data secure and processing it in accordance with applicable data protection laws and our internal policies, including Accenture's Global Data Privacy [Policy 90](#).

Accenture invites you to carefully read its [privacy statement](#), which includes important information on why and how Accenture is processing your personal data.

These additional steps for departing individuals are for information security and data protection purposes, in accordance with applicable laws and internal policies, in particular Accenture [Policy 57](#).