Google Account Support Team

**Instructions**

**Before you begin, please make a copy of this document and save it to your My Drive**:

File **>** Make A Copy **>** Rename Document **>** Select a Folder from My Drive

Complete all required fields

**Team Member:** Track the following items by checking off each required activity

**Team Member and Data Manager:** acknowledge completion of activities by signing and dating on pg 2

|  |  |
| --- | --- |
| GOOGLE  Confidential Information (CI) Offboarding Checklist | |
| **Purpose of this document** | This document serves as a checklist and sign off for each Team Member that leaves the GOOGLE Account and/or project that may have had contact with Confidential Information (CI), including PII, PHI, NPI, etc. This checklist may be used for either Deloitte or Subcontractor personnel. It also serves as documentation for the Account Data Manager to track the completion of required Offboarding activities.  The actions in this checklist should be initiated at the time the Account Data Manager is notified that a Team Member is departing and verified on his/her last day. This form should be completed by each Team Member and returned to the Account Data Manager. |
| **Team**  **Member/Region**  **/Function** | Veerendra Narukonda |
| **Date** | 20 Jan 2022 |

|  |  |  |  |
| --- | --- | --- | --- |
| Initial if  Complete | General Requirement | Deloitte | Subcontractor |
| PGN | Remove/destroy all CI from laptops and data storage devices as per applicable document retention policies | Required | Required |
| PGN | Shred all hard copy documents that contain CI | Required | Required |
| PGN | Obtain any CI documents or files that need to be returned to the client | Required | Required |
| Initial if  Complete | General Requirement | Deloitte | Subcontractor |
| PGN | Purge Outlook folders and laptop of emails and files containing CI | Required | Required |
| PGN | Terminate e-Room/SharePoint access | Required | If applicable |
| PGN | Review **Google policies and procedures regarding data security** (e.g. *no downloading of any client CI material*) | Required | Required |
| PGN | Disable access cards/IDs to the Client’s buildings and data centers | If  applicable | If applicable |
| PGN | Revoke Team Member username & password from client or internal systems as appropriate | If  applicable | If applicable |

# Acknowledge the completion of this offboarding checklist by emailing the completed and signed form to

**Balu Narahari bnarahari@deloitte.com.**

Veerendra Narukonda

Print your name

Jan 20th 2022

Signature & Date

25Jun2020