

## Right to Personal Data after Employment Separation

### Policy

1. Data Ownership
  - a. All data stored by employees on the college's network or equipment, regardless of the nature of the data (i.e., personal or work related) and the location in which it is stored, is owned by the college and deemed college property. This includes, but is not limited to, all data stored on the employee's network home folder.
2. Requesting Data after Separation
  - a. If an employee requests data after their separation from the college, a formal request for data retrieval must be made to Human Resources. This request must be made within 30 days from the date of separation. After 30 days, the data will no longer be retrievable.
  - b. Provided the request is made within 30 days after separation and Human Resources approves the request, the requested data will be reviewed by representatives from Human Resources, Information Technology and any other college representative deemed necessary to ensure that no protected, sensitive, or proprietary data is included in the data request. This review will be made at the sole discretion of the college and a final determination of what data will be made available to the separated employee will be made. Human Resources further reserves the right to deny a data request on its face or at any time before, during or after the data review process.
  - c. Once the data is reviewed and it is determined that data can be made available to the separated employee, it is the responsibility of the separated employee to provide the means for receiving said data. The college will not provide a storage device for data transfer, nor will it send the data via email or make it available in a data share. The employee must either make an appointment to meet with Human Resources in person with a storage media device with sufficient space to accommodate the data or facilitate the same via standard mail to the attention of Human Resources. Once the storage media device is made available, the data will be transferred to said media device and delivered back to the separated employee via prepaid postage supplied by the separated employee. The college will not incur cost to supply the separated employee with said data. If cost will need to be incurred by the college for the data transfer, the data request will be denied and/or canceled.
3. Email Excluded
  - a. This policy only applies to data in the form of files stored on network shared drives and does not apply to email, regardless of whether files have been stored as attachments within a separated employee's email account. Once a separated employee's email access has been disabled, all contents of that account are no longer available to the separated employee. All requests made by a separated employee for access to or data from an email account will be denied.
4. Account Access
  - a. At no time will access be reinstated to a disabled account to allow for a separated employee to review the contents of a folder or network location. The college also has no obligation to list the contents of a network folder to the separated employee.