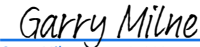
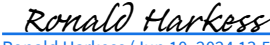






ECTU Central Office SOP ECTU_IT_26: Removal of Access for Staff Leaving an ECTU IT Post

Version No:	1.0
Issue Date:	10 Jun 2024
Effective Date:	08 Jul 2024

Authorship and Approval			
Name and Designation	Author/Reviewer /Approval/ Authorisation	Date	Signature
Garry Milne, Senior Software Developer	Author	10-Jun-2024	 Garry Milne (Jun 10, 2024 14:06 GMT+1)
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Kenton D'Mellow Data Management & Programming Team Lead	Approver	10-Jun-2024	 Kenton D'Mellow (Jun 10, 2024 14:17 GMT+1)
Tanya Tharakan QA Manager	QA Authorisation	10-Jun-2024	 Tanya Tharakan (Jun 10, 2024 18:47 GMT+1)

Document Revision History		
Version No.	Effective Date	Summary of Revisions
1.0	08 Jul 2024	Initial creation

The user of this document is responsible for ensuring it is the current version.



1.0 PURPOSE

This Standard Operating Procedure (SOP) describes the IT access which must be removed when a member of the IT Programming Team leaves ECTU employment.

2.0 SCOPE

This SOP applies to all members of the ECTU IT Programming Team

3.0 RESPONSIBILITIES

The Data Management & Programming Team Lead is responsible for informing the Software Developer that access requires revoking.

The Software Developer is responsible for the tasks detailed in this SOP, unless specified otherwise.

4.0 PROCEDURE

- 4.1 The Data Management & Programming Team Lead informs the Software developer via email, that access to all the databases requires revoking.
- 4.2 The Data Management & Programming Team Lead emails the ECTU Business Team, who then request IS, to remove the staff member's access from the ECT Unit folder and the 'ECT Unit\Webdev' folder.
- 4.3 Remove the staff member from accessing the SQL server databases for ECTU Projects
- 4.4 Remove the staff member's access to the websites on IIS.
- 4.5 Remove any existing website logins/ databases for the staff member.
- 4.6 Log this activity using the IT007 Programmer Leaving Record template. Completed records should be saved in ECT Unit/Data Management/IT Access Removal/Programmer Leaving Records on the shared drive.

5.0 RELEVANT DOCUMENTS AND REFERENCES

[ECTU Shared Drive](#)

- IT007 Programmer Leaving Record template

The user of this document is responsible for ensuring it is the current version.












ECTU_SOP_IT_01, 03 and 26

Final Audit Report

2024-06-10

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-  Document created by Tanya Tharakan (tanya.tharakan@ed.ac.uk)
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