

Access Removal Procedure

Background

Spectrum Analysis may require an individual's access to be removed for various reasons (normally resignation or termination).

Employee Access Removal

Employee access removal must involve a completed Personnel Change Request (PCR). The following briefly explains the process:

1. A PCR must be completed for an employee separation. Once completed, access will be removed from Spectrum Analysis systems and all Spectrum mail accounts will be disabled.

Access Removal for an Affiliate/Contractor:

Affiliate/Contractor separations must complete the following the steps:

1. Process a request to remove access and cancel billing for both the Affiliate identity and Affiliate Exchange account.

2. If an email backup or mailbox forwarding is required, please refer to the Exchange Mailbox Forwarding and Retrieval Procedure.

Please fill out Appendix 1 and send to Chief Data Scientist at Spectrum Analysis.

Appendix 1 – Personnel Change Request

Name	Date required for change of security	Reason