How to Request Access to a Separated Employee's Data

Request Procedure

1. The request for access of a separated employee data and email content should be sent via email to [security@sfsu.edu.](mailto:security@sfsu.edu)

2. The request must come from the separated employee's supervisor for email or other resources that will be accessed. Alternatively, the request may come from the Appropriate Administrator (MPP), if the Appropriate Administrator is copied on the request.

3. ITS Security team will coordinate the request with HR. A representative from Human Resources shall review and approve the request.

4. The request must contain the following data elements:

    1. Date access is to be granted

    2. Date access is to be removed

    3. Individual(s) to be granted access

    4. Nature of access – i.e. one or more of the following:

        1. Read only

        2. Read and "send as"   (Not Allowed for Accts under Litigation Hold)

        3. "Send on behalf of"   (Not Allowed for Accts under Litigation Hold)

        4. Full access (change, delete)   (Not Allowed for Accts under Lit Hold)

    5. Resources to be granted – i.e. one or more of the following:

        1. Email

        2. Box and secure drive files and folders

        3. Calendar

        4. Other