



### **Privacy Office Offboarding Checklist - Employee**

Before you leave your position at the University, it is important that you take the time to identify and appropriately manage all University systems, records and data to which you have access or otherwise maintain. You should discuss the transfer of such information and/or access with your manager/supervisor and Local IT Support Provider (LSP).

In order to facilitate these discussions, the University Privacy Office has created the following checklist for you to complete prior to leaving your position. You should use this checklist to work with your manager/supervisor to identify all substantive records and who should have access to them in order to establish a plan ensuring a seamless and secure transfer of all University records and data occurs before your separation date.

Once you have completed this Privacy Office Offboarding Checklist, you should sign it and provide it to your manager/supervisor.

Employee Name: \_\_\_\_\_

Employee Position: \_\_\_\_\_

Department: \_\_\_\_\_

Employee PennKey: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Forwarding Mailing Address: \_\_\_\_\_

Personal Phone Number: \_\_\_\_\_

Personal Email: \_\_\_\_\_

## Offboarding Tasks to Be Completed 1-2 Weeks Before You Leave

**1. Systems Access – Please indicate whether you have access to or maintain accounts, files, folders, or information containing University data within the following systems listed below.**

If your Penn colleagues need continued access to your files/folders in any of these systems, consult with your local IT support provider (LSP) to discuss transfer of those files – particularly those files/folders for which you are the designated owner.

	Yes	No	N/A
<b>a. Penn Box</b> If <b>yes</b> , are you an owner of any Penn Box files/folder?			
<b>b. OneDrive, Teams or Sharepoint (Microsoft 365) Files</b>  If <b>yes</b> , are you an owner of any shared files/folders?			
<b>c. Google Accounts/Mail/Forms</b>			
<b>d. Qualtrics or other Survey Tools</b> If <b>yes</b> , are you the owner or administrator of any surveys containing personal data?			
<b>e. Slack</b>			
<b>f. SmartSheet</b>			
<b>2. Other Third-Party Systems</b> Are there any other third-party systems which you have access to or maintain accounts, files, folders or information while at Penn?  If <b>yes</b> , please list those systems here:			
<b>3. Governmental Systems</b> Are there any governmental systems which you have access to or where you maintain accounts, files, folders, or information?  If <b>yes</b> , please list those systems here:			
<b>4. Penn Social Media Accounts</b> Do you have access to any Penn social media accounts? If <b>yes</b> , please identify those accounts here:			
Is there anyone with access who will have responsibility to maintain the account? If <b>yes</b> , please identify the person:			

<p><b>5. Listservs</b>  Do you maintain or have ownership of a list serv?  If <b>yes</b>, please identify them here:</p> <p>Is there anyone with access who will have responsibility to maintain the listserv?  If <b>yes</b>, please identify the person:</p>			
<p><b>6. Websites</b>  Do you maintain any websites for Penn?  If <b>yes</b>, please identify them here:</p> <p>Is there anyone with access who will have responsibility to maintain the website?  If <b>yes</b>, please identify the person:</p>			
<p><b>7. Shared Accounts</b>  Do you access any shared accounts at Penn?  If <b>yes</b>, please identify them here:</p>			
<p><b>8. Employee Data Inventory and Disposition – Penn Systems</b>  Did you work with your supervisor/manager to inventory the documents and data that you have developed and maintained as a function or your role at Penn and determine the appropriate method of disposition of the documents (i.e. maintaining data, transferring data, and/or purging the data)?</p>			
<p><b>9. Transition Memorandum</b>  Did you prepare a transition memorandum for your supervisor/manager of potentially open and/or ongoing projects and the location of data relating to those projects?</p>			
<p><b>10. Research Grant Data</b>  Do you work on research grants?  If <b>yes</b>, you should work with your manager/supervisor to contact Penn’s Office of Research Services to inform them of your departure and address the handling of the research data.</p>			
<p><b>11. University Data on Personal Devices</b>  If you saved University data on a personal device(s), did you work with your LSP to delete all electronic files containing University data, and University licensed software on the personal device?</p>			

<p><b>12. Paper/Electronic Files at Home</b> Do you maintain any paper/electronic files at your home that contain University data?</p> <p>If <b>yes</b>, you should inventory them, return them to your office and ensure that your manager/supervisor is aware of the files and their location.</p>			
<p><b>13. Personal Email Account</b> During your employment with Penn, did you forward any Penn email account to your personal email account?</p> <p>If <b>yes</b>, did you work with your LSP to delete all Penn-related files containing University data from your personal email account or computer?</p>			
<p><b>14. Litigation Holds</b> Are you aware if any of your records are currently subject to a litigation hold?</p> <p>If <b>yes</b>, did you discuss the litigation hold with your supervisor/manager and the Office of General Counsel?</p>			
<p><b>15. Schedule Meeting with Supervisor/Manager</b> Have you scheduled a meeting with your Supervisor/Manager to review your responses to this Privacy Offboarding Checklist?</p>			
<b>Offboarding Tasks to Be Completed Before You Leave</b>			
<p><b>1. Technical Property</b> Did you return all technical property back to Penn?</p> <p>This includes, but is not limited to, laptop, laptop accessories (case, AC power adapter, mouse, keyboard), desktops, flash or USB drives, and mobile devices.</p>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<p><b>2. Physical Access</b> Did you return all physical access devices? This includes your PennCard, office key, desk key, and/or cabinet key.</p> <p><i>NOTE: If you moving to another Penn department, you should keep your PennCard.</i></p>			
<p><b>3. Corporate Card(s)</b> Did you return your corporate card?</p>			
<p><b>4. Student Records</b> Did you ensure that no student records (physical or electronic form) remain in your possession?</p> <p>All student education records must remain in Penn’s possession.</p>			

<p><b>5. Penn Personal Data</b> Did you ensure that any individual's personal data (e.g., HR-related information) that you had access to by virtue of your position with Penn no longer remains in your possession?</p>			
<p><b>6. Paper/Electronic Files at Home</b> Did you return to Penn all paper or electronic files that contain Penn Data that you maintained at your home?</p>			
<p><b>7. Personal Items</b> Did you remove all personal items from your workspace?</p>			
<p><b>8. Employee Personal Files</b> Did you remove your own personal files from all Penn IT resources and moved them to your own storage or deleted/destroyed them?</p>			
<p><b>9. Review of Offboarding Checklist</b> Did you review your responses to this Offboarding Checklist with your Manager/Supervisor?</p>			

I acknowledge that I have reviewed and completed the Privacy Office Boarding Checklist and my responses are true and accurate.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date