NWU® | Information Technology

NEXTCLOUD AND MICROSOFT 365 - DATA LOSS PREVENTION

When a staff member leaves the University—through resignation, retirement, or death—the leaving employee and the line manager must take steps to ensure that University data is not lost.

To support effective data governance and ensure continuity of work, please note that it is important to transfer data ownership to another employee before the leaving employee's last working day.

NextCloud and Microsoft 365 data of the leaving employee will be accessible for **30 days after the last working day.**

It will be good practice to log a request through the Service Manager system **two weeks prior to the employee's last working day**.

The request can include:

- The transfer of ownership of NextCloud and OneDrive data.
- The request can also include adding a delegate to the leaving employee's Outlook mailbox. The delegate should please note that the mailbox will only be available for 30 days. During this period, ensure that an offline Outlook data file is available for future reference, if necessary.
- When the leaving employee is an owner of a Microsoft Teams/SharePoint, the ownership can be transferred to another employee.

All the steps above will ensure that University data will remain secure and accessible.

1.1 Summary

What a leaving staff member should do:

Staff are encouraged to take proactive steps prior to the last working day:

- Ensure that no critical or work-related files remain stored on personal or local devices
- Review that all work-related files are stored on institutional platforms - OneDrive, MS Teams/SharePoint, or NextCloud.
- Request for the transfer of ownership of data in NextCloud, OneDrive, and MS Teams/SharePoint

What Line Managers Should Do

Managers play a key role in ensuring continuity and should oversee that:

- In the case of an employee's death, the line manager should follow the steps to request the necessary transfer of NextCloud, Outlook, OneDrive, and MS Teams/SharePoint data.
- In the case of resignation or retirement, ensure that ownership and access to NextCloud, Outlook, OneDrive, and MS Teams/SharePoint data are reassigned where necessary.
- Oversee the handover process to prevent disruption to operations

Original details: (10068570) C:\Users\NWUuser\OneDrive - North-West University\Data Loss Prevention.docm
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