

<b>Policy Title:</b>	<b>Account Inactivity Policy for Sponsored, Organizational, and Alumni Accounts</b>
<b>Initial Draft:</b>	Information Security – 01/29/2021
<b>Approved By:</b>	<b>Dave Whittle, CIO – 02/22/2021</b>
<b>Last Revised Date:</b>	02/19/2021
<b>Brief Description:</b>	This document describes the procedure that Information Security will follow when a sponsored, organizational or alumni account has not been active for more than thirteen (13) consecutive months. Other accounts such as employees, including staff and faculty, students and graduate students are reviewed twice annually as part of the standard account cleanup process.

## **Introduction**

The goal of this policy is to reduce the risk associated with inactive accounts that remain in our central directory. This policy will also provide value by releasing Microsoft O365 licenses for those inactive accounts, and ensuring better account data integrity in our central directory. Information Security will develop operational processes to appropriately support this policy, however those details are not contained herein.

## **Scope**

This policy covers sponsored, organizational and alumni central login accounts that:

- have not logged in to any U of G services, such as e-mail, CourseLink, WebAdvisor, Human Resources employee service, U of G website, and library resources in more than thirteen (13) months, and
- are not protected by any collective bargaining agreements.

Accounts that have not been accessed in this time period will automatically be locked and then deleted.

Staff, faculty, students, retirees, guest accounts, Guelph Humber (GH), and accounts not stored in the University central directory are not in-scope of this policy.

### **Policy Statements**

Sponsored, organizational and alumni accounts which have not been accessed in thirteen (13) months, will be locked for 150 days and then deleted from the Central LDAP Directory and Active Directory.

### **Responsibilities**

1. Information Security will identify the list of accounts that qualify under the conditions above.
2. Information Security will attempt to contact account owners and the appropriate departmental IT administrator.
3. Information Security will proceed with locking the accounts for 150 days and then delete them from the central directories.
4. Services Support Consultants will provide first tier support to users as needed.

### **Exceptions**

Although sessional instructors are a type of sponsored accounts, they will not be part of this process since they follow the regular semesterly deletion process and are subject to collective bargaining agreements.

All other exceptions to this policy must be approved by the CIO.

### **Definitions**

- **Alumni Account** - An alumni account is a legacy account type which is no longer offered.
- **Sponsored Account** - Sponsored accounts are available to people who have a significant affiliation with the University and need access to the University's computing services, including academic visitors (such as a visiting professor) and non-academic visitors (such as contractors). More information on the account types and process can be found at <https://www.uoguelph.ca/ccs/sponsored-user>

### **Version, Change and Approval History**

01/29/2021	Final Draft published
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