

FAS HR Guidelines -- Harvard's Access to Electronic Information Policy



- Disabling email when a staff member departs is a standard security practice among employers and it aligns FAS policy and practice to that of other Harvard Schools.
- In keeping with this, access to FAS online resources, including Office 365 email and calendar (“Online Resources”) will expire immediately after a staff member’s designated last day of work at FAS.
- When a staff member departs from FAS for any reason, access to Online Resources will automatically be disabled, and then deleted 30 days later, unless approval has been given to obtain access through one of the two pathways described below. This policy does not apply to FAS faculty members.
- Once access to Online Resources has been disabled, continued access to a staff member’s emails-documents-files-voicemail-texts and the associated metadata (“Electronic Information”) requires either: consent from the employee, or authorization as specified below.
- Please refer to Harvard’s [Access to Electronic Information Policy](#) with respect to accessing files for purposes of business continuity (the “Policy”).
- Below are guidelines for requesting and obtaining access to an FAS staff member’s Electronic Information:

Requesting and Receiving Consent	Requesting Authorization without Consent
<p>Step 1 – Seek consent from a departing employee in writing (email is acceptable)</p> <p>Step 2 - If the employee is willing to provide consent but only to restricted access, identify such restrictions and document this clearly in writing.</p> <p>Step 3 - If you receive verbal consent only from the employee, follow up with an email to the employee that confirms his or her consent.</p> <p>Step 4 - Send the written consent (and any restrictions) or the documented verbal consent to aei-requests@Harvard.edu order to gain permitted access.</p> <p>Step 5 - If you are unable to obtain either written or verbal consent from the employee, you will need to move to Column Two (Requesting Authorization without Consent).</p>	<p>Step 1 – If you are unable to obtain consent from the employee, you will need to obtain authorization by first sending an email to your HR Consultant which includes the purpose and scope of your request (see below).The HR Consultant will forward your request to the Associate Dean of FAS HR (the “HR Dean”) for approval. The HR Dean will either approve or deny this request within three business days of receipt.</p> <p>Step 2 - If approved, the HR Dean will email the request for authorization to HUIT so that HUIT can ensure that the request complies with the terms and conditions of the Policy.</p> <p>Step 3 - HUIT will review the request and will provide you with a response in writing within five business days of receipt, which either approves or denies access, based on the parameters of the Policy. This period of review may extend beyond five days if special circumstances call for a longer review, in which case HUIT will contact you to discuss the need for additional time.</p> <p>Step 4 - When and if authorization has been granted, HUIT will contact the requesting manager (and the HR Consultant) within ten days (following grant of access) to coordinate the permitted access to the Electronic Information needed. The requesting manager has 10 days, following notification from HUIT, to access the requested Electronic Information.</p>



- If you are unable to obtain consent from the employee and you need to request authorization without consent, your request should include the following items (as to purpose and scope) to the extent possible:
 1. Briefly explain why you need access. Provide a brief description of the business purpose.
 2. Generally indicate what materials or data you need to access to, and for how long a period.
 3. Describe, if possible, the parameters of your request relative to the Electronic Information requested,

For example:

- Specific items being requested
- Items which relate to particular themes/topics/subjects
- Date range being sought
- Results from Keyword searches
- Email addresses (for email sent and received)

Please note, if you are not able to provide the above requested information, you can simply request that the Electronic Information in question be preserved for 60 days from the date of request.

- If and when access has been granted, it is the responsibility of the requestor to delete the Electronic Information that has been provided once the needed review is complete.
- If the request is for a reason *other* than for business continuity, please refer to the Policy to determine who needs to review your request.
- Neither consent nor authorization without consent is required to access Electronic Information belonging to temporary workers not on Harvard's payroll, or contractors.
- There may be circumstances (relative to employees who are NOT departing from FAS), when it is desirable to activate "Out of Office" messages, while obtaining consent or authorization. This may occur when an employee has been asked not to report to work or departs on a leave of absence. This request can be handled by the HR Consultant making the request through the IT Help Desk.
- Please contact your HR Consultant if you have questions. <http://hr.fas.harvard.edu/people>

