

 <p>Category: Information Technology</p> <p>Policy applicable for: Faculty/Staff/Student</p>	<p><i>Policy Title:</i> Suspension or Removal of Account Access – Non Investigative</p> <p>Effective Date: 01/04/2008</p> <p>Prior Effective Date: N/A</p> <p>Enabling Acts: ISO 27001/17799, COBIT, GLB, UC Policy, HIPAA, FERPA, PCI, OB IT Policy, Ohio Revised Code Section 149.433, Ohio Administrative Code 123:3- 1-01</p>	<p><i>Policy Number:</i> 9.1.18</p> <p>Policy Owner: Director, Information Security</p> <p>Responsible Office(s): Information Security</p>
---	---	---

Background

Policy

- A request for suspension/removal can be made under these conditions:
 - Upon separation (voluntary or otherwise) of the person in question
 - Upon death of the person in question
- Such a request is valid only if submitted by one of these sources:
 - Human Resources
 - The person themselves
 - The person's manager
 - The administrative head of the organization to which they belong
- Request should be made to the helpdesk@uc.edu
- Upon receipt of proper request, helpdesk personnel will coordinate the suspension or removal following the approved process.

Audience:

This policy applies to all organizations and individuals associated with the University of Cincinnati.

Procedure:

ISO 27001/17799	International Standards Organization for Information Security
COBIT 4.0	ISACA Audit Controls Objective for IT
GLB	Gramm-Leach-Bliley Act
UC Policy	General Policy on the Use of Information Technology
UC Policy	Information Technology Management Policy
UC Policy	Information Security Policies
HIPAA	Health Insurance Portability and Accountability Act
FERPA	Family Educational Rights and

	Privacy Act
PCI	Payment Card Industry

Related links:

- [International Standards Organization 17799:2005](#)
- [Control Objectives for IT](#)
- [Gramm-Leach-Bliley Act](#)
- [UC Policy - General Policy on the Use of Information Technology](#)
- [UC Policy - Information Technology Management Policy](#)
- [UC Policy - Information Security Policies](#)
- [Health Insurance Portability and Accountability Act](#)
- [The Family Educational Rights and Privacy Act](#)
- [Payment Card Industry](#)
- [Ohio Bulletin ITP-B.8](#)
- [Ohio IT Bulletin ITB-2006.01](#)

Phone Contacts:

UC Information Security	8-ISEC
Director, Information Security	6-9177
UC Office of the CIO	6-2228

Disciplinary Actions:

Violation of this policy may result in revocation of network access for the effected system(s).
 Violation of this policy may result in disciplinary action which may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants and dismissal for interns and volunteers. Additionally, individuals are subject to loss of University of Cincinnati Information Resources, access privileges, civil, and in some cases criminal prosecution.