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|  جامعة الإمارات العربية المتحدة United Arab Emirates University  | Information Technology Policies Manual | Policy Number | IT-08 |
| | | Effective Date | 12-Aug-2018 |
| | Subject | Most Recent Review Date | 15-Apr-2018 |
| | Account and Mailbox De-provisioning | Due Date for Next Review | 01-Sep-2021 |
| <i>Responsible Office:</i> Chief Information Officer | | Page Number | 1 of 1 |

8. Account and Mailbox De-provisioning

Overview

Describes the engagement rules of UAEU accounts and mailboxes when a student, a staff member, or a faculty member leaves UAEU permanently.

Scope



Applies to all UAEU students, staff members and faculty members.

Objective

Ensures optimum usage of UAEU student, staff and faculty accounts and mailboxes through effective and efficient management.

Policy

1. UAEU provides its users with e-mail resources and account to assist them in the performance of their work/studies.
2. All email and accounts services are to be managed in a lawful and effective manner.
3. All communications sent by UAEU users via the email system must comply with all UAEU policies and may not disclose any confidential or proprietary UAEU information.
4. University e-mail shall not be used for any illegal or unlawful purposes. Examples of this would be the transmission of violent, threatening, defrauding, pornographic, obscene, or otherwise illegal or unlawful materials.
5. User is responsible to save personal copies of email and account related data before the last working day.
6. UAEU will not be responsible for any loss in users' email or O365 service data after access is disabled.

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|  جامعة الإمارات العربية المتحدة United Arab Emirates University  | Information Technology Procedures Manual | Related Policy | IT-08 |
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Procedures of Policy No. (8) - Account and Mailbox De-provisioning

When DoIT is notified that a staff member, a faculty member or a student has permanently left UAEU, the DoIT Helpdesk will issue the proper tickets to the concerned teams to take the following actions:

1. Staff Members

- a) All accesses will be revoked and accounts will be disabled on the last day set by UAEU HR Department.
- b) Mailboxes of staff members will be deleted after 30 days from leaving UAEU.

2. Faculty Members

- c) All applications and services except email will be revoked on the last day set by UAEU HR Department.
- d) Domain accounts will be disabled after 90 days.
- e) Mailboxes of the faculty member will be deleted after 90 days from leaving the UAEU.
- f) Retired faculty members who are UAE nationals will continue to have access to UAEU email system.

3. Alumni

Only services pertaining to alumni and the email will be available.