Checklist for Departing Employees

Keep Your Data Safe

Before An Employee Is Leaving

- ❑ Inventory your data by conducting custodian questionnaires and mapping the location, nature and access levels of all files.
- ❑ Establish data management policies, including confidentiality provisions, data ownership, how personal devices will be handled and more. Have employees sign a document stating that they have read the policies and agree to abide by them.
- ❑ Review your data management policies regularly.
- ❑ Set up security measures, which may include data encryption, two-factor authentication, a virtual private network (VPN), and ongoing monitoring.

When An Employee Is Leaving

- ❑ Obtain the employee's company-supplied devices, including phones, computers, external hard drives, thumb drives and backup discs.
- ❑ Analyze any personal devices that had access to company-related files and remove data or wipe devices as needed.
- ❑ Retrieve the employee's company credit cards, access cards, building keys and parking tags.
- ❑ Disable the employee's access to all networks and systems, phones and voicemail, clouds and CRM platforms.
- ❑ Remind your employee of the agreement he signed regarding the confidentiality of sensitive information, and have him sign an additional document stating he has returned all company data.
- ❑ Determine the risk of a data leak by asking the employee about his future plans and employment.
- ❑ Ensure managers are trained on proper data management and up to date on the concerns when an employee leaves.
- ❑ Have a licensed or certified vendor make a forensically sound copy as soon as possible, which keeps data and metadata intact, while copying active files as well as deleted and fragmented files. This preserves your data, and duplicate images can be created for forensic investigation if needed.

Cybersecurity involves more than guarding against outside hackers or malware

Recently, Tesla reported that an ex-employee stole and leaked several gigabytes worth of data to multiple third parties including news outlets, took pictures and videos of Tesla's manufacturing systems and tried to recruit employees to help him get this information out of the company. This situation resulted in Tesla suffering major losses in business and profits as well as damage to its reputation.

Don't let that happen to you.

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