SentiSum

Joiners, movers, leavers processes

Purpose

This document includes steps to ensure new members of the SentiSum team understand their responsibilities and have access to the information needed to carry them out. It also addresses the risk of those leaving the company retaining access to data without being authorised to do so.

The joiners movers and leavers document is designed to provide a list of activities to integrate into existing induction / leaving processes within the company or where no formal induction process is in place. It is important to keep a record of activities completed for each joiner / mover / leaver.

Terminology

IAO: Information Asset Owner

The IAO is equivalent to the Data Owner and must be a SentiSum employee.

IAA: Information Asset Administrator (optional)

Appointed by the IAO, their role is to ensure that policies and procedures are followed; recognise potential or actual security incidents; consult their IAO on incident management; ensure that risk assessments and other documents are accurate and maintained up to date.

Joining:

IAO to send email to new team member setting out responsibilities

Provide joiner with an overview of data handling within the work, including electronic and paper, clear desk policy etc

Ensure the joiner does not have access to company VPN and data until they have completed or renewed their onboarding and training:

Highlight the need to treat data as confidential; highlight confidentiality clause in Information Security Policy (compliance with policy is part of SentiSum contract):

Make new starter aware of responsibility to report incidents – Incident reporting procedure:

Ensure that the joiner has authorisation to access the data as stipulated in any contracts relating to that data

Assign appropriate access rights to data: electronic, paper and other formats, issuing keys etc as needed

Keep a record of recent joiners and confirmation the above steps have been completed for audit purposes

In between joining and leaving:

Team members need to ensure that they complete their annual training refresher

Consider making annual training an appraisal objective

Movers (note, this means 'leaving a specific project permanently or temporarily, but continuing employment with SentiSum):

If leaver is moving elsewhere in SentiSum remove access to the client specific data.

If suspension of access is temporary or uncertain, suspend account for the duration as per remove access below

Remove access to the database, client dashboard and APIs :

Leaving (SentiSum):

Deactivate AWS account, access and encryption keys

Revoke VPN access

Return swipe-card / keys and other local access controls

Add to a record of recent leavers, maintained for audit purposes

If IAA, nominate new IAA, revoke and re-assign all admin access