





Information Security Management System ISO/IEC 27001:2013

TERMINATION POLICY

POLISI PENAMATAN / PELETAKAN JAWATAN

For PTM Use Only	Version 1.4	Date: 7th June 2017
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Revision History



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No	Date of Change	Description	Page	Version	Approved By
1	1st October 2014	Remove 'MS' from Front Page.	Front Page	1.1	Dr David Asirvatham
2	25 th Nov 2014	Inserted TERHAD logo	Header	1.2	Dr David Asirvatham
3	25 th Nov 2014	Reviewed statement 3.1	2	1.2	Dr David Asirvatham
4	27 th April 2016	Reviewed statement 1.0, 2.0, 3.1, 3.3, 3.5, 3.6 & 3.7	2 - 3	1.3	Dr David Asirvatham
		Removed statement 3.4	3		
5	15 th May 2017	<p>Changed :</p> <p>The purpose of this policy is to establish a standard for the termination of employment/contract with UM Centre For Information Technology (PTM) to ensure that all information assets are handed-over in good condition and accounted for, by the staff , add: interns, vendors, clients and 3rd party workers before leaving the organisation's employment and all access rights to application systems, servers and network devices are removed.</p> <p>To :</p> <p>The purpose of this policy is to establish a standard for the termination of employment/contract with UM Centre For Information Technology (PTM) to ensure that all information assets are handed-over in good condition and accounted for, by the staff before leaving the organisation's employment and all access rights to application systems, servers</p>	3	1.4	Asiah Abu Samah

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		and network devices are removed.			
		Updated Clause 3.3 : “If requested by PTM, or immediately upon termination of arrangement or contract with PTM... To: “ If requested by PTM, or immediately upon termination of employment, contract or arrangement with PTM...”	3		
		Corrected Clause 3.8 : This clause 3.8 has no “Time Limit” and is considered for life.	4		

1.0 Purpose

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2.0 Scope

The policy applies to all employees, interns, vendors, clients and other 3rd party workers that are affiliated with PTM hence forth collectively now known as "Associate" in this document.

3.0 Policy

The Associate shall always under all conditions ;

- 3.1 Hold in confidence all Confidential Information and not reveal any Confidential Information to any other person without the prior written consent of PTM (covered by NDA for contractors and Surat Akujanji for staff and interns)
- 3.2 Keep the Confidential Information secret and confidential and diligently protect all Confidential Information against loss, and prevent unauthorized use or reproduction thereof;
- 3.3 If requested by PTM, or immediately upon termination of employment, contract or arrangement with PTM, both sides to return to either party, all Confidential Information, all copies (including backup copies), reproductions, reprints and translations thereof, whether written, electronic or otherwise, in the possession of, or under the control of the Associate
- 3.4 All important documents such as project files will be kept for **at least 7 years**.
- 3.5 All unwanted documents will be shredded and discarded accordingly as deemed fit to the situation with HOD's approval.
- 3.6 Access rights to the university's application systems, servers, network devices and Pusat Teknologi Maklumat building shall be removed within the duration stated in **Access Control Policy**.
- 3.7 All assets including information assets such as data in CD/ pendrives and other portable media devices shall be returned or deleted as appropriate.

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- 3.8 Under no circumstance shall the associate disclose any information especially with respect to source codes, server & network configurations, IP addresses, Firewall configurations and other similar information. This clause 3.8 has no "Time Limit" and is considered for life.

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