

## User Account and Data Retention Policy

**Approval Authority:** Cabinet  
**Responsible Officer:** Vice President for Information Technology and Chief Information Officer  
**Responsible Office:** Division of Information Technology  
**Effective Date:** May 10, 2023

### **I. Purpose of this Policy**

The purpose of this Policy is to define the length of time that Stevens Institute of Technology's ("Stevens" or the "University") user accounts, data, and associated services will be maintained after the account holder leaves the University in order to maintain the security, operational costs, and overall standardization of data at the University. Defined terms used in this Policy are set forth in Section IV.

### **II. Scope**

Actively enrolled students, faculty, and staff, as well as sponsored affiliates are eligible for a Stevens user account which grants them access to most Stevens information systems and other University resources. This policy applies to all students, faculty, staff, and sponsored affiliates who have user accounts on the Stevens network.

### **III. Policy**

Stevens' user accounts will be deactivated, and data will be retained according to the following timeframes, after which time the user account and associated data will be permanently deleted, subject only to retention of data for legal or other specific purposes.

<b>Category</b>	<b>Account deactivation</b>	<b>Data Retention Period</b>
Graduated Students	90 days from graduation	5 years after deactivation
Inactive Graduate Students	180 days after last enrollment	5 years after deactivation
Inactive Undergraduate Students	1 year after last enrollment	5 years after deactivation
Faculty and Staff	Immediately	5 years after deactivation
Emeritus Faculty	Immediately after death	5 years after deactivation
Sponsored Affiliates	Expiration date of the account or the date affiliate ends their relationship with the University, whichever comes first	5 years after deactivation
Extended Visitors	Expiration date is the last authorized date of visit	No retention
Pre-College Students	Expiration date is 30 days after program completion	2 years after deactivation

## **A. Ownership and Responsibilities**

### 1. *Account Holder*

It is the account holder's responsibility to ensure that they have copies of any desired personal data (emails, contacts, files on personal storage space, etc.) before their separation from the University.

### 2. *Supervisor*

For faculty and staff accounts, it is the supervisor's responsibility to work with the faculty/staff member to transfer any work-related files to the supervisor or other applicable University faculty/staff prior to separation to support compliance with Stevens' Record Retention Policy and operational continuity. In the event an extension is needed to keep the account active, or email forwarding is necessary, the account holder's supervisor may submit a request to IT Client Support Services at least 5 business days prior to the account holder's separation from the University.

### 3. *Sponsor*

For Sponsored Affiliate accounts, it is the responsibility of the sponsoring Department or School to define the account duration needed and report the separation of the Sponsored Affiliate prior to the account expiration date. Similarly, it is the responsibility of the sponsoring faculty or staff member to submit a request at least 5 business days prior to the account expiration date in the event an extension is needed.

### 4. *Record Retention Policy*

This Policy does not supersede in whole or in part any employee's responsibilities under Stevens' Record Retention Policy.

## **IV Definitions**

The following terms used in this Policy are defined below:

**User Account:** An account associated with an individual's username and password.

**Account Holder:** A student, faculty, staff, Sponsored Affiliate or Extended Visitor.

**Sponsored Affiliate:** Non-student/faculty/staff users (e.g., consultants, researchers and visiting scholars, vendors) who require access to Stevens' resources in support of University work.

**Email:** Non-student/faculty/staff users (e.g., consultants, researchers and visiting scholars, vendors) who require access to Stevens' resources in support of University work.

**File Storage:** A place where user data is stored, typically, on a network drive or cloud storage space.

**Supervisor:** The individual responsible for supervision of a faculty/staff account holder.

**Sponsor:** The individual responsible for supervision of a Sponsored Affiliate account holder.

**Extended Visitor:** An individual authorized to use one or more campus facilities requiring access to one or more systems (e.g., Wi-Fi, card swipe access).