

Connecticut Department of Revenue Services Security and Awareness

Policies:

Confidentiality Class
CGS Sec 12-15
Code of Ethics - Returns, Conflict of Interest, Business Use
Background Checks – State Level
Exit Interview – Check List

Physical Security:

Swipe Badges – expiration dates, times & floor privileges
Security Guards
Telecommuting/Remote Access
General Public – TPS ground level, Accompanied by Staff

Application Security:

Warning Banners
Click on agreement before you can proceed
Logging & Tracking – better to be able to defend yourself then not
Time Out
FGA

Data Security

Passwords – strong, last 5 not reusable
Types of Data – Images, Information
Lap Top, Desk Top & Removable Drives
Locked Cabinets
Internet & Email – restrictions on size and types
Shredding
Encryption
Storage – type and format

Exit Checklist

Employee's Name _____
 Division _____
 Unit _____
 Date of Separation _____

Actions by Human Resources:

Initial to Indicate Completion and Date	ACTIONS
	1. Conduct Exit Interview – Complete Questionnaire
	2. Notify Administration, Project Office, ISD, Network Support, Parking Committee and Business Office by e-mail of departing employee.
	3. Notify Systems Control Officer to disable access to STAX & DMV access.
	4. Notify Business Office to disable the swipe card and any access codes or privileges.

Items to be collected by the Manager:

	5. Employee ID (Forward to the Human Resources Office)
	6. Parking Card (Forward to the Human Resources Office)
	7. Telephone Card (Forward to the Human Resources Office)
	8. Credit/Gas Card (Forward to the Human Resources Office)
	9. Business Cards (Destroy)
	10. Equipment <ul style="list-style-type: none"> • Computer/Laptop • Calculator
	11. Manuals
	12. Keys to Cabinets (Label them)
	13. Keys to Doors (Label them)
	14. Listing of Passwords Used on Files (Place in a sealed envelope and forward to the Human Resource Office.)
	15. Listing of All Open Assignments

Actions by ISD:

	16. Disable departing employee's access to: <ul style="list-style-type: none"> • ITAS/DW/ITRP/MBDB/DOL and any legacy system. • E-Mail (Internal) and POP Server.
	17. Make a copy of the employee's hard drive and store it for future use.
	18. Make a copy of the employee's email and store it for future use.

Please Return This Form To The Human Resources Office