Barts and The London NHS
NHS Trust

Staff Leavers
Information Governance Checklist

This procedure must be followed when a member of staff leaves the Trust e.g. resignation, retirement, end date of a fixed-term contract **or** where a member of staff changes jobs within the Trust. This will ensure that the member of staff is only able to access information that is relevant to their new role.

The line manager is responsible for ensuring that each item on this checklist is addressed.

	ACTION TO BE TAKEN BY STAFF LEAVER	✓
1.	Remove all personal or Trust information from the **C** Drive or Desktops of computers used.	☐
2.	Delete all personal information from the **H** Drive.	☐
3.	Transfer any Trust information from the **H** Drive to the appropriate Departmental/directorate shared drive, ensuring it is given appropriate titles and references to enable easy retrieval by other Trust staff. (*All electronic files created by a member of staff employed by the Trust are the property of the Trust. All staff must ensure that all work related documents are correctly stored and accessible when they leave the Trust*).	☐
4.	Hand over all future appointments/meeting/work arrangements to the Line Manager.	☐
5.	Hand over all work contact details to the Line Manager.	☐
6.	Delete all personal and unimportant emails from the email mailbox.	☐
7.	Unsubscribe from any electronic or manual mailing lists.	☐
8.	File any work related emails that are needed for future reference onto the appropriate paper file or electronic folder. (*All staff must ensure that before leaving the Trust that any emails relating to their work, Trust business that need to be accessed by the Trust once they have left are stored in the relevant filing system e.g. manual file, shared drive folders, or other approved filing system. Email Archives (.pst files) are retained for 1 year after leaving.*)	☐
9.	Hand over Trust ID Card to Line Manager.	☐
10.	Set up an out of office message – stating date left the Trust, an alternative contact, and including the Trust's standard Freedom of Information message as defined in the Trust Email Policy.	☐
11.	Change any voicemail message (if applicable).	☐
12.	Return all Trust equipment e.g. mobile phones, laptops, floppy disks, textbooks, etc.	☐
13.	Store/file all manual records appropriately to enable these records to be easily accessible by colleagues.	☐

14.	If Secretary for a Trust meeting, ensure all minutes are handed over to the new Secretary.	☐
15.	Return any Trust documents / records. (*Trust staff should not remove Trust records from Trust premises)*	☐
16.	Ensure any confidential information is passed to an authorised member of staff.	☐
	ACTION TO BE TAKEN BY LINE MANAGER	
17.	Arrange for the member of staff to be removed from any internal Trust contact lists, e.g. membership of Committees, groups, etc.	☐
18.	Inform ICT of the leaving date and all systems that the member of staff has access to.	☐
19.	Where a member of staff has access to a number of different Trust systems e.g. PAS, EPR Viewer, NSTS, Datix, MAPS, etc., notify the administrator of these systems to have their accounts deleted.	☐
20.	Return Trust ID card to Risk Management giving the member of staff's leaving date.	☐