

# Account Retention Policy - CMU Statistics & Data Science

## 1. Purpose

This policy outlines the procedures for managing user accounts within the Statistics & Data Science Department (StatsDS) at Carnegie Mellon University. It ensures the security and integrity of department resources while facilitating collaboration and research activities.

## 2. Account Types

- **Faculty Accounts:** Permanent accounts for all faculty members with access to designated resources and software.
- **Staff Accounts:** Accounts for departmental staff with access levels determined by their job duties.
- **Student Accounts:** Accounts for graduate students enrolled in StatsDS programs will be automatically created upon enrollment. These accounts have access to designated resources and software.
- **Visiting Accounts:** A faculty member can request an account for a visitor. Faculty members must provide reason and a date for account expiration. Account activation status can be extended upon request.

## 3. Account Retention Periods

- **Faculty Accounts:** Retained indefinitely unless the faculty member is no longer affiliated with the university.
- **Staff Accounts:** Deactivated upon termination of employment. Data may be archived according to departmental data retention policies.
- **Student Accounts:** Deactivated upon graduation or withdrawal from the university. Data may be archived for a specific period for academic purposes, following departmental data retention policies.
- **Visiting Accounts:** Visitor accounts will be deactivated on the date provided by the faculty member who requested the account.

## 4. Account Review and Deactivation Process

- The department Systems Engineer will conduct periodic reviews (e.g., annually) to identify inactive accounts.
- Accounts confirmed as inactive will be deactivated after a grace period (e.g., 30 days).
- Faculty members or the Department Head can request the reactivation of deactivated accounts with justification.

## **5. Data Retention**

- Data associated with deactivated accounts may be archived for a specific period based on departmental data retention policies and research needs.
- Data owners (faculty members, students) are responsible for ensuring data is properly archived or deleted per relevant regulations and best practices.

## **6. Responsibilities**

- Department Head: Approves account creation for faculty and staff.
- System Engineer: Manages user accounts, conducts periodic reviews, and deactivates inactive accounts.
- Faculty Members and PIs: Responsible for data ownership and adherence to data retention policies.

## **7. Account Expiration**

Student, faculty, and staff accounts will be deactivated upon departure from the university.

## **8. Review and Updates**

This policy will be reviewed periodically and updated as needed to reflect changes in technology, university regulations, or departmental practices.