



Brooke Watson Authors Article on Secure Employee Offboarding for Business Alabama

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Brooke Watson provided insight on how best practices for employers minimize risks when offboarding an employee in an article published by Business Alabama on April 16, 2021.

“Throughout the course of employment, an employee learns information about your business operations, potential holes in your information technology systems, physical and electronic security measures, and your confidential information, among other things,” Watson said. “This information gathered during employment creates significant risks when an employee leaves your company, whether through resignation or termination.”

These risks are far-ranging, including retention of devices that contain important information, maintained access to physical locations with sensitive documents and continued access to accounts. Additional risks in the work-from-home era include access to private networks and third-party accounts used for ongoing communication.

To address these risks, Watson provided a list of best practices for businesses to include in their offboarding processes, including:

- Always collect employer-issued devices;
- Always require former employees to check-in keys, access cards, fobs, identification badges and passcodes;
- Always immediately disable the former employee’s account on the server, including email accounts;
- Always disable former employees’ permission to use virtual workspaces and VPNs;

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- Always disable the former employee's access to third-party programs through a corporate account; and,
- Always conduct an exit interview.

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