# Life Cycle

The **creation** of user accounts is carried out

- for **employees** by the units
  - Department 1 - Personnel and Legal Affairs - Dept. 1.1 - Personnel Matters - 1.1.1 - Employees covered by collective agreements
  - Department 1 - Human Resources and Legal Affairs - Dept. 1.1 - Personnel Affairs - 1.1.2 - Civil Servants
- for **students** from the unit
  - Department 3.1 - Student Affairs

and transferred to the systems of the University Computer Center.

The **deletion** of user accounts is also automatically transferred to the systems of the University Computer Center,

- for **employees**: at the end of a contract, on retirement, at the end of a program, etc.
- for **students**: on de-registration

Before a user account is deleted, an e-mail is sent informing the user of the impending deletion. This e-mail looks like this for staff members, for example:

> Hello Mr Doe,
>
> The University Computing Center (HRZ) has received a notification from the Human Resources Department indicating the termination of your employment with Jade University.
>
> End of the employment relationship: 31.01.20xx
> Expiration date of your user account: 14.02.20xx
>
> Due to existing license agreements of the Jade University, we are obliged to deny access and thus all access to data structures within 14 days after the termination of university membership.
>
> This also affects your previously used e-mail address at the Jade University. We would like to ask you to delete in time before the expiration date
>
> - forward all e-mails in your mailbox that are still required for further processing to your colleagues at Jade University,
> - delete personal e-mails,
> - remove all e-mail forwarding set up´s.
>
> The same applies to data that you have saved in your home directory (drive Z:\) and in the Collaboration Cloud.
>
> Please note that your data will be deleted 60 days after the end of your employment relationship and can then no longer be accessed.
>
> In this context, we would like to draw your attention to the possibility of using the Jade University's alumni and career portal.

> If you have any questions in this context, or if you need support with the cleansing/conversion of data, we are available at any time.\
>
> With kind regards\
> Your HRZ team

Even after the end of the employment relationship for employees/studies for students, access to the data is possible within 14 days and the data is only actually deleted after a grace period of a further 60 days. There is therefore also sufficient time to take action to object to the deletion in the event of an error. If necessary, please contact the above-mentioned units and note that the University Computer Center generally has no influence on the expiration date of the user account.

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Permanent link:
**https://hrz-admin-wiki.jade-hs.de/en/tp/uadm/account/lifecycle**

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