What happens to a Google account if an employee changes roles or leaves the University?

Tell Me

Below is a table that outlines details shown in the image above regarding what happens, or should happen, with a University Google Drive data if an employee leaves or changes roles.

<table>
<thead>
<tr>
<th>Employee Leaves</th>
<th>Employee Changes Department</th>
<th>Employee Changes to Student</th>
<th>Other Change?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Data is not deleted; employee loses access based on grace period. 2. Gmail: Forwarding can be setup; use Takeout to get copy of email. 3. Calendar: Manually recreate any needed meetings. 4. Drive: Employee should change ownership of department data before departure; sharing permissions remain the same. Admin can move entire contents to a different employee. 5. Groups: Group manager can be changed to another employee.</td>
<td>1. Gmail: Forwarding can be setup by employee; use Takeout to copy any email needed by old department 2. Calendar: Manually recreate any needed meetings 3. Drive: Employee should change ownership of department data before departure; sharing permissions remain the same 4. Groups: Group manager can be changed to another employee.</td>
<td>1. Gmail: Forwarding can be setup by employee; use Takeout to copy any email needed by old department 2. Calendar: Manually recreate any needed meetings 3. Drive: Employee should change ownership of department data before departure; sharing permissions remain the same 4. Groups: Group manager can be changed to another employee.</td>
<td>1. Contact the IT Service Desk.</td>
</tr>
</tbody>
</table>

Related FAQs

- What Google Apps are available at UNC Charlotte?
- What upcoming G Suite changes should I know about?
- How do I request a Google Consumer App be made available to UNC Charlotte?
- How do I add the G Suite Training Extension for Chrome to my browser?
- How do I update my password for my UNC Charlotte Google account on my Android device?