

Planet Education Networks

## **Starters and Leavers Checklist**



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## Approval Control

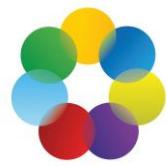
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## 1. Purpose and Scope

The purpose of this document is to ensure that all onboarding and offboarding activities for employees, contractors, and temporary staff are completed consistently, securely, and in line with organisational policies. It covers key tasks such as IT access, equipment allocation, payroll setup, account deactivation, and return of company property, supporting a smooth and compliant transition at the start and end of employment.

This document applies to all new and leaving staff of Planet Education Networks (“PEN”).

## 2. New Starters

| Subject   | Responsible Individual |
|---|------------------------|
| GDPR and Information Security Training Completed  | HR and IT Department   |
| Device supplied or Bring Your Own Device approved by PEN  | IT Department          |
| All company policies read and understood  | Line Manager           |
| Email address created   | IT Department          |
| Permissions set to appropriate documentation  | IT Department          |
| Introductory email from PEN   | HR and IT Department   |
| Access to systems given, which includes:<br><br>Outlook, SharePoint, Shared Mailbox (if required by specific department), Student Information Management System (access granted based on role), Moodle (access granted based on role) | IT Department          |

## 3. Leavers

| Subject  | Responsible Individual |
|--|------------------------|
| Email address de-activated   | IT Department          |
| Return of company assets (including documentation and equipment) completed | IT Department          |
| Work/project hand-over completed   | Line Manager           |
| Access to systems removed  | IT Department          |
| Email sent to PEN confirming the exit                                      | HR Department          |