Retention of Unused SharePoint Sites Policy

1. Purpose

1.1 This document sets out The London School of Economics and Political Science ("the School")'s policy on retention of unused SharePoint sites.

1.2 If you have any questions relating to this policy please contact the School's Data Protection Officer via glpd.info.rights@lse.ac.uk

2. Background to this Policy

2.1 Staff request SharePoint sites to be set up in line with the policy SharePoint team sites provision: https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/internal/staffAndStudents/shaProPol.pdf

2.2 Section 3.8 of this policy states 'Only a Nominated Site Owner can request that a SharePoint site be decommissioned. If the Nominated Site Owner has left the LSE, then this request must be made by the Department Manager, or the Divisional Director or Research Director of the site collection department in which the SharePoint site is located' but also 'DTS reserve the right to decommission a site at any time, and although we will endeavour to contact a Nominated Site Owner or users, this may not always be possible'.

2.3 There have been no such requests made to DTS. However, there are sites that have been created but are not being used. As such, this policy will set out the conditions under which DTS can decommission a site so that unused sites can be removed.

3. Policy

3.1 SharePoint sites can be decommissioned in line with Section 3.8 of the SharePoint team sites provision policy under the following conditions:

    3.1.1 The site owner requests the decommissioning of the site. DTS consider

that the site is unused due to either the site containing no content or no new content being added for 2 years.

    3.1.2   Decommissioning means deleting the site from the School's SharePoint tenancy.

3.2   Decommissioning will be done in two stages:

    3.2.1   Deleted from the customer perspective, but recoverable;

    3.2.2   Completely deleted with no recovery possible.

3.3   Regarding Section 3.1.2, DTS will communicate with the site owner to let them know about the proposed decommissioning with one reminder before decommissioning the site.

3.4   If the site owner has left, DTS will communicate with the departmental manager or Head of Division to let them know about the proposed decommissioning with one reminder before decommissioning the site.

3.5   The communication will include notification of any contents and that these need to be moved before decommissioning commences.

3.6   Decommissioning can commence 1 month after the initial communication, starting with stage 3.2.1 then by the end of two weeks, finishing with stage 3.2.2.

3.7   Sites will be checked for non-use once a quarter.

4. Responsibilities

4.1   The DTS Service Desk is responsible for ensuring requests from site owners to decommission sites is passed to the Platform Services Manager

4.2   The Platform Services Manager will decommission the sites in line with Section 3.2 to 3.5.

4.3   The Assistant Director of Cyber Security and Risk will approve decommissioning of sites after no response from site owners, departmental manager or Heads of Division.

5. Status of This Policy

5.1   This Policy has been approved by the Information Governance Management Board. It is available in the policies and procedures section of the website.

Review schedule

Review interval	Next review due by	Next review start
3 Years	30/11/2024	01/11/2024

Version history

Version	Date	Approved by	Notes
V1	27/11/2018	Information Governance Committee	
1.1	09/12/2021	IGMB	Minor changes

Links

Reference	Link
SharePoint Team Sites Provision policy	https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/internal/staffAndStudents/shaProPol.pdf

Contacts

Position	Name	Email	Notes
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Communications and Training

Will this document be publicised through Internal Communications?	**Yes**
Will training needs arise from this policy	**No**
If Yes, please give details	