bitwarden | Artikel Helpcentrum

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Permanently Remove Access

Weergeven in het Helpcentrum
https://bitwarden.com/help/remove-users/

Permanently Remove Access

Organization admins, owners, and some custom role members can remove members from an organization. Removing a member:

- **Eliminates** their access to the organization and its data. Removed members need to re-join the organization to re-gain access.

- **Does not delete** their Bitwarden account in most cases. Removed members are still able to access their personally-owned vault items unless you delete their account.

- Is **automatically** done for organizations using directory sync if the **Remove disabled users during sync option** is turned on.

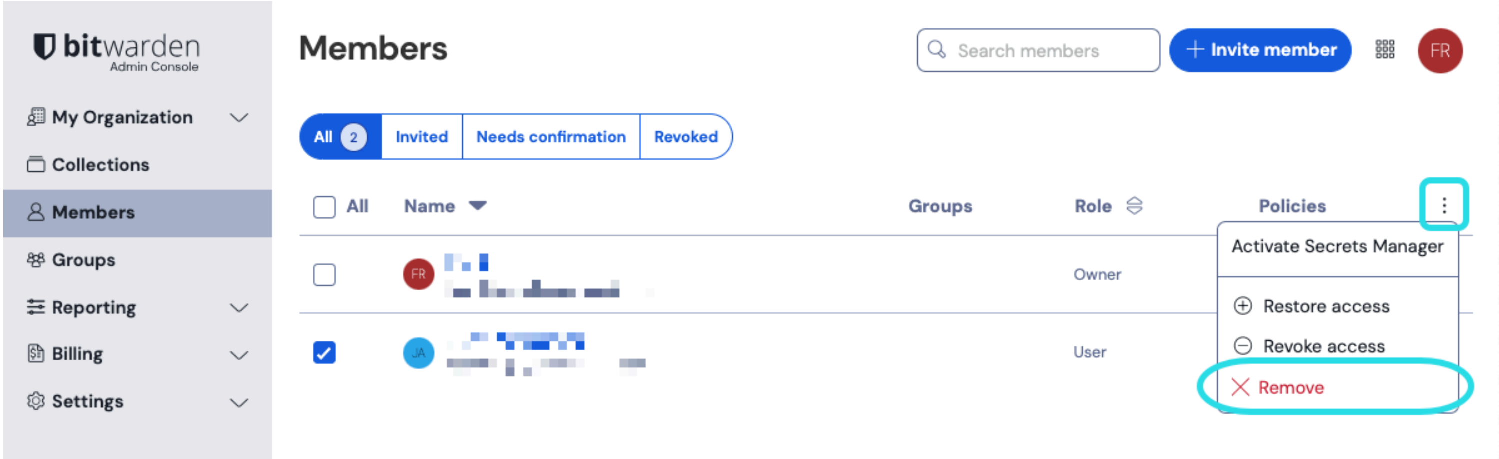
Remove members from an organization

To remove members from your organization:

1. In the Admin Console, go to **Members**.

2. Select the users you want to remove and select the ⋮ **Options icon**.

3. Select **Remove**:

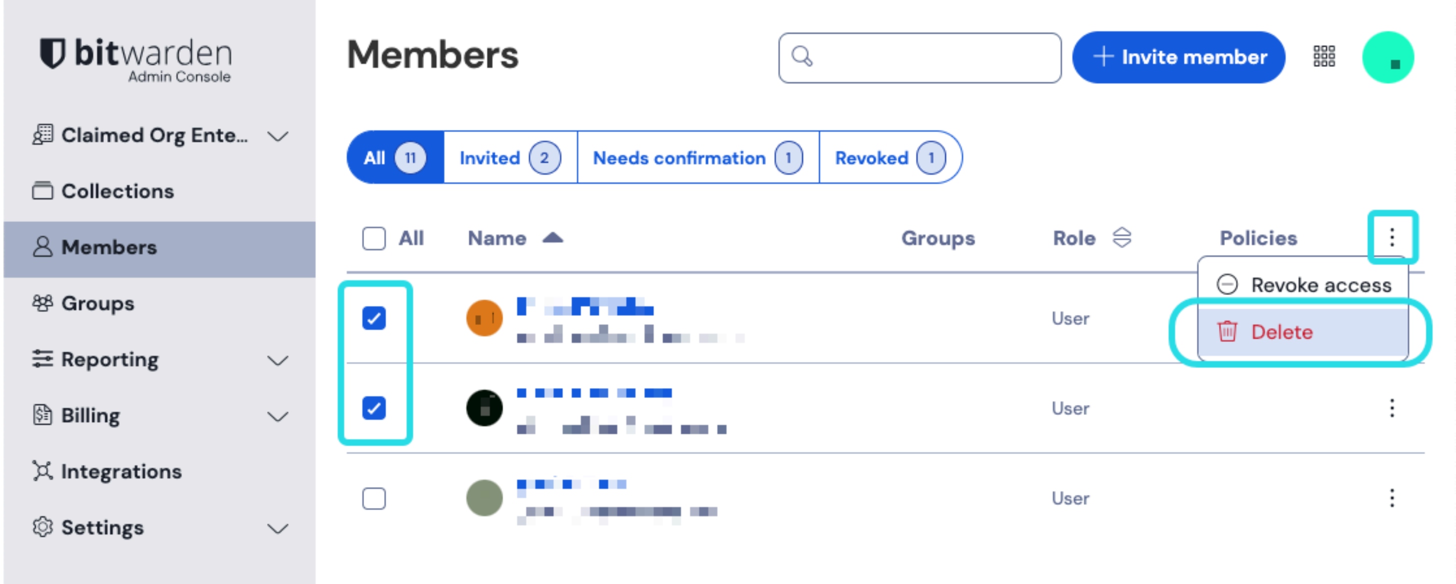


Leden verwijderen

4. Select **Remove members** to confirm.

Tip

If your organization has a claimed domain and the user's account email address matches your claimed domain, **Remove** is not listed. Instead, you can select **Delete** to delete the account permanently, effectively removing the user’s access to the organization:



Delete claimed accounts

Offline devices cache a read-only copy of data, including organization items. Some clients may retain access to this read-only data for a short time after a member is removed. If you anticipate malicious exploitation of this, update credentials the member had access to when you remove them from the organization.

Warning

Voor accounts die geen hoofdwachtwoord hebben als gevolg van SSO met vertrouwde apparaten, zal het verwijderen uit uw organisatie of het intrekken van hun toegang alle toegang tot hun Bitwarden-account afsluiten, tenzij:

1. Je wijst hen vooraf een hoofdwachtwoord toe met behulp van accountherstel.
2. De gebruiker logt ten minste één keer in na het accountherstel om de workflow voor accountherstel volledig te voltooien.

What happens to removed members' data

Organizations own all collections. When you remove the only member with full Manage collection permission to a collection, owners and admins can grant a current member access to the collection.

Items saved in My Vault are owned by the individual user. When a member is removed from an organization, the user keeps all items in their My Vault.

In contrast, organizations using the Enforce organization ownership policy retain access to data when members are removed. This policy replaces the individually-owned My Vault with the organization-owned My items. When a member with data in My Items is removed, their My Items automatically converts into a collection named with the user's email address. Owners and admins can then assign access to the collection. After a current member is granted Manage collection permission, they can access, edit, and reassign items the same way as a standard Bitwarden collection.

⚠ **Warning**

At this time, Bitwarden recommends only organizations that have not started onboarding members to turn on the Enforce organization data ownership policy.

If your organization activated the policy before version 2025.11.0, **My items** will be created for members confirmed since that release. Preexisting members will not have **My items** and can continue using their **My vault**. A future release will allow organizations that already began onboarding members and use individually-owned vaults to migrate all credentials to organization ownership.