

Title	Secure Disposal Policy
Process Owner	Management Team
Date Created	16/06/2020
Publish Date	28/09/2020
Approved By	Management Team
Summary	Policy detailing the requirements for securely disposing of both hardcopy and electronic information.
Classification	Public
Standard	All
Version	1.0

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## Secure Disposal Policy

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### Introduction

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This policy is to ensure all information is securely disposed of and cannot be accessed by unauthorised parties.

Our Waste provider is detailed within the Control Details document on ISOportal

### Applicable Legislation

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- ❖ WEEE Waste Regulations
- ❖ Data Protection Act

### Detail

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Electronic media that have exceeded the maximum storage requirement must be securely disposed of. These are disposed of in a secure and compliant with WEEE waste regulations.

### Paper materials

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- ❖ All printed copy media is shredded using the shredders provided in each office
- ❖ This includes all paper and notebooks as well as written notes

### Hardware

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- ❖ When equipment is being donated or recycled data will be wiped (several times) and restore to factory default before the hardware is removed.
- ❖ The item of hardware will be removed from the asset register where appropriate or marked as decommissioned within the asset register.
- ❖ The following table acts as a guideline for disposal of certain devices, this is in conjunction with the Information Classification Policy;
- ❖ A certificate of destruction will be retained when equipment has been sent to our Waste supplier to confirm it has been destroyed

### Hardware Classification

Classification	Role	Device	Disposal Method
Restricted	Restricted by the permissions on the system	❖ Data Server	❖ Software wiped ❖ Degaussed ❖ Physically destroyed
Company Confidential	Restricted by the permissions on the system	❖ PC's ❖ Laptops ❖ Data Servers ❖ Servers ❖ Tablets	❖ Software wiped ❖ Degaussed ❖ Physically destroyed
Internal	None required	❖ PC's ❖ Laptops ❖ Removable Hard drives	❖ Software wiped