

Title	Secure Disposal Policy
Process Owner	Management Team
Date Created	15/06/2020
Publish Date	22/10/2021
Approved By	Management Team
Summary	Policy detailing the requirements for securely disposing of both hardcopy and electronic information.
Classification	Public
Standard	All
Version	2.0

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Secure Disposal Policy

Introduction

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

- ❖ WEEE Waste Regulations
- ❖ Data Protection Act

Detail

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

- ❖ 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

- ❖ 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