

Information Security Policies
Electronic Media Disposal

Version: 1.0

Effective Date:

9-23-11

Approved by:

IT Advisory
Committee

Electronic Media Disposal Policy

1.0 Purpose

The purpose of this policy is to establish a standard for the proper disposal of electronic media containing sensitive data at Keuka College. The disposal procedures used will depend upon the type and intended disposition of the media. Electronic media may be scheduled for reuse, repair, replacement, or removal from service for a variety of reasons and disposed of in various ways as described below.

2.0 Scope

Individuals affected:

This policy applies to all students, faculty, and staff attending or employed by Keuka College who access, handle, use or otherwise connect to the college's information technology resources (also referred to as *users*). In addition, the designation user also refers to all visitors, subcontractors, potential students, research associates, media representatives, and non-college entities or individuals who are granted access to Keuka College's information technology resources.

Resources covered:

This policy applies to all college resources, whether individually controlled, shared, stand alone or networked. It applies to all computers and communications devices owned, leased, operated or provided by Keuka College. This includes, but is not limited to personal computers, wireless communication devices, networking devices, workstations, servers, and any peripheral devices and the associated software thereof. This policy also applies to all privately owned devices used to store, process or transmit college owned data.

3.0 Policy

All electronic media must be properly sanitized before it is transferred from the custody of its current owner. The proper sanitization method depends on the type of media and the intended disposition of the media.

Prior to disposal, operable hard drives must be overwritten in accordance to the Electronic Media Disposal Procedure. Departments should maintain documentation of proper sanitization for hard drives. Equipment designated for surplus or other disposal should have a label affixed stating that the hard drive has been properly sanitized.

If a hard drive is to be transferred within departments appropriate care must be taken to ensure that no unauthorized person can access data by ordinary means. Before a hard drive is transferred from the custody of its current owner, all electronic media should be sanitized per the Electronic Media Disposal Procedure. Special recovery tools must be used by an individual to access the data erased by this method; any attempt by an individual to access unauthorized data would be viewed as a conscious violation of Keuka College Policy.

When a hard drive is sent out for repair or data recovery the vendor performing the service must sign an appropriate agreement with Keuka College pledging to take proper care of the data. Once the data is recovered or media is repaired the original hard drive must be sent back to the owner for use or disposal.

When a hard drive becomes damaged, the owner must first attempt to overwrite the hard drive in accordance with the Electronic Media Disposal Procedure. If the hard drive can not be overwritten, the hard drive must be disassembled and mechanically damaged so that it is not usable by a computer.

There are times when other media will be transferred between departments. Before electronic media is transferred from the custody of the current owner, appropriate care must be taken to ensure that no unauthorized person can access data by ordinary means. Electronic media such as USB drives, SD cards, CD-RW, DVD-RW or Backup Tape Cartridges must be erased prior to transfer.

4.0 Enforcement

Compliance:

At minimum these principles must be followed by individuals while connected to Keuka College resources. Individual departments may apply stricter standards, provided they do not conflict with the standards and procedure outlined in this document.

5.0 – Definitions

6.0 Revision History

Document created 7-11-2011

7.0 Policy Impact Statement

Conscientious disposal of electronic media will preserve data confidentiality at Keuka College. Implementing secure data removal will mitigate risk of data loss or misuse.