

DISPOSAL OF MEDIA POLICY AND PROCEDURES

1.0 PURPOSE

The purpose of this policy is to outline the proper disposal of media (physical or electronic) at Safety Matters HSE. These rules are in place to protect sensitive and classified information and prevent inappropriate disposal of such media.

2.0 SCOPE

This policy applies to all Safety Matters HSE, employees, contractors, temporary staff, and other workers at Safety Matters HSE who have access to any sensitive and classified data, and media. This policy applies to all equipment that processes, stores, and/or transmits sensitive data.

3.0 POLICY

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit sensitive data shall be properly disposed of in accordance with measures established by Safety Matters HSE.

Physical media (print-outs and other physical media) shall be disposed of by being incinerated carried out by DSP.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.

Any computer that has been used to process, store, or transmit any sensitive and classified information shall not be released from Safety Matters HSE Office. If it is the equipment will be sanitized and all stored information will be cleared.

4.0 ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.