

Disposal of removable storage media policy

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Agreed by SMT	
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1. Scope

This procedure covers all situations involving the disposal of removable storage media. Age UK East London must ensure that all removable storage media are cleaned before being disposed of.

2. Responsibilities

It is the responsibility of Age UK East London to manage the secure disposal of all storage media that is no longer required, according to this procedure.

All owners of removable storage media are responsible for disposing of removable storage media according to this procedure.

3. Procedure

1. Hard disks must be formatted and cleaned of all data and software before being reused or disposed of.
2. Hard disks must be cleaned and verified by an independent and certified provider.
3. Removable storage media devices that contain confidential information must be destroyed only after a risk assessment has been carried out and must never be reused.
4. Removable storage media devices that contain confidential information must be subjected to a risk assessment before they are sent for repair in order to establish whether they ought to be repaired or replaced.
5. All media must be disposed of according to the legal and regulatory requirements for the disposal of computer equipment, via an independent and certified provider.
6. Documents that contain confidential and restricted information should be shredded by their owners prior to being destroyed. Shredders are located in each office. The shredded waste must be removed by an approved service provider.