Disposal Policy

Policy #:

Version #: 1.0

Approved By:

Effective Date:

Purpose:

The purpose is to implement policies and procedures to address the final disposition of sensitive information and/or the hardware or electronic media on which it is stored.

Scope:

This policy applies to <<Organization Name>> in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit sensitive information.

Policy:

<<Organization Name>> will ensure that the master inventory list is appropriately updated upon the disposal of components containing sensitive information.

<<Organization Name>> will ensure that prior to disposal either the data will be securely overwritten or physically destroyed and that such steps taken will be documented.

<<Organization Name>> will ensure that all labels have been removed from such data to be disposed.

Responsibilities:

The Security Officer will be responsible for ensuring the implementation of the requirements of the Disposal Policy.

Compliance:

Failure to comply with this or any other security policy will result in disciplinary actions as per the HR XXXXX Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:

* The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
* International Standards Organization (ISO 27002).

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