Media Re-Use Policy

Policy #:

Version #:

Approved By:

Effective Date:

Purpose:

The purpose is to implement procedures for removal of sensitive information from electronic media before the media are made available for re-use.

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 the master inventory list is appropriately updated upon the re-use of media components containing sensitive information.

<<Organization Name>> will ensure that prior to re-use that the media is securely overwritten and that such action is verified and documented.

<<Organization Name>> will ensure that the previous label on such media that is to be overwritten is removed and destroyed.

Responsibilities:

The Security Officer will be responsible for ensuring the implementation of the requirements of the Media Re-use 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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