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| Corporate Policy: Green Thumb Nursery |  |
| Title: Data Destruction Policy | |

Purpose: The objective of this policy is to ensure that organizational data is securely and permanently destroyed when it is no longer necessary for business or regulatory purposes. This action helps to prevent unauthorized access, accidental leaks, or the misuse of outdated data.

Scope: This policy is relevant to all employees, contractors, and third parties who have access to or are responsible for managing/handling data at Green Thumb Nursery. It covers all forms of data storage, including physical documents, workstations, servers, removable media, and cloud-based platforms.

| Description |
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| <p>1. Policy</p> <p>a. Data Destruction</p> <p>i. All organizational data must be destroyed after its retention period has ended or when it is no longer needed for business or regulatory reasons. Destroying data without authorization or outside of these guidelines is not allowed.</p> <p>ii. Paper records: Shredded or incinerated</p> <p>Digital Storage: Securely wiping software that overwrites data to prevent any recovery. If it's physical, crushing or degaussing it.</p> <p>Cloud data: Secure data deletion methods, along with confirmation of data removal from the cloud vendor.</p> <p>IT administrators need to be tasked with managing the dismantling of digital systems and keeping any records of these activities. Department managers are responsible for ensuring the correct destruction of paper and removable media. All destruction processes must be documented for auditing and compliance reasons.</p> |