Media Disposal Policy

TrilaSoft

AN ISO 27001 : 2005, ISO 9001 : 2008
CERTIFIED COMPANY

TrilaSoft Solutions Pvt. Ltd.
Document Control

Version: v 1.0
Date: April, 2014
Author(s): TrilaSoft Solutions Pvt. Ltd.
Distribution: All

Revision History

Version #	Date	Change Highlights	Author
Draft	10/04/14	Draft version 0.1	System Admin
Reviewed	March 31 2014	Finalized	Project Manager
Approved	Aril 1 2014	Ready for Implement	Management

1.0   Introduction

This document introduces the basic concepts of ISMS media disposal policy. Specifically it focused on two areas -- how to dispose of corrupt/faulty media so that any data on the media is not disclosed to unauthorized persons, non data storage hardware.

Media Disposal policy is an important aspect of computer security since information/data can be retrieved from disposed media as well. Thus all electronic media has to be properly disposed off so that it doesn't get accessed from hackers or unauthorized persons.

2.0   Purpose

The purpose of this policy is to establish a standard for securing information on electronic media that is no longer is in use as well properly disposing of hardware assets which are no longer functioning or required.

3.0   Scope

The scope of this policy includes all hardware, electronic and magnetic media used at TrilaSoft facility, has access to the TrilaSoft network, or stores any non-public TrilaSoft information.

- Media Disposal Policy includes electronics all computer accessories which can store data/information e.g. Pen Drives, CD's, data cards, hardisks, external disks, memory card, etc.
- Non-Data Hardware includes computers, laptops, routers, network, switches, hubs, phones, headphones, etc.

4.0   Policy

4.1 Guidelines and Procedure

- The Magnetic Media is either shredded i.e. in case of CD-ROM, or low level format is done for re-writeable media e.g. flash drive, external hard disk, memory card.
- If case the magnetic media is not format-able because of media failure, we lock it in the storage area.

- All disposed off media should be logged in the Disposal Sheet with proper details.
- For computers and laptops which are being replaced, we perform a low-level format of the hard disk and then either sell the asset, or donate it.
- For hardware e.g. headphone, phones, printers, etc. which are beyond repair we will put it for trash.
- This disposal is also maintained in a log sheet.