



Complete this template by replacing the bracketed text with the relevant information.

Purpose: This policy outlines the necessary actions and protocols for the secure disposal of obsolete, redundant, or no longer needed data within Green Thumb Nursery. This includes ensuring that all such data is destroyed in a manner that makes recovery impossible, thereby protecting sensitive information from potential misuse and maintaining compliance with legal and regulatory data protection requirements.

Scope: This policy applies universally across Green Thumb Nursery, covering all forms of data that require disposal, including electronic data on all digital media and physical records such as paper documents. The scope includes all employees, contractors, and others who handle or dispose of the company's data. It also covers all data destruction methods, from digital wiping to physical destruction techniques.

Description
<p>1. Policy</p> <p>a. Data Destruction</p> <ul style="list-style-type: none"> i. Secure destruction methods must be employed for all data designated for disposal. For digital data, methods include degaussing, overwriting, and physically destroying storage devices. ii. Physical documents and other non-digital media must be shredded or incinerated securely. iii. You must document the Data Destruction process, recording what data was destroyed, how, when, and by whom. iv. Third-party services used for data destruction must be vetted to ensure they comply with our data security standards and legal requirements. v. Periodic audits must be conducted to ensure compliance with this policy and to verify that all data destruction is carried out securely and effectively.