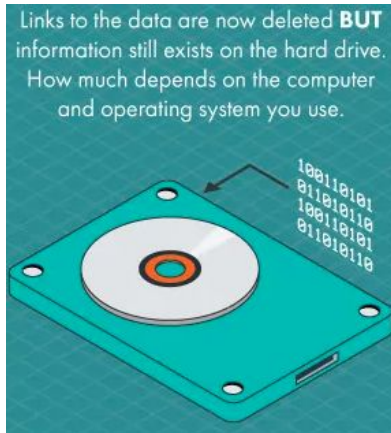


Cybersecurity Tips For Permanently Deleting Files

YOUR AWARENESS IS THE BEST DEFENSE

When the need to delete sensitive information arises, simply emptying your recycling bin after a file is deleted does not delete the file from your computer. Deleting a file this way just tells the operating system that this location of hard drive space is now available to be written to. However some or all of the data you “deleted” is still available.



01 WHEN A FILE IS TRASHED OR DELETED

Putting a file in the recycling bin does not delete the file. The file is just put into another directory to later be deleted. Deleting a file from the Recycle Bin menu only deletes the saved location of the file and not the file itself. Your deleted data is still there on your hard drive waiting to be written over with other data. Only when a file is overwritten has it been truly deleted.

02 PERMANENTLY DELETING FILES

Permanently deleting files can be accomplished immediately by using software that locates a file to be deleted and writes over it.

03 HARD DRIVE REMNANTS

It has been estimated that 4%-75% of deleted data remains on the hard drive after it has been sent to the trash.

04 USING 3RD PARTY SOFTWARE

Several free and paid 3rd party options are available to use for PC and Mac users. Some of these options are already available on your computer and others go as far as conforming to the Department of Defense's guidelines on the subject of file deletion. Choices include:

- File Shredder
- Freeriser
- Eraser
- Secure Empty Trash (Mac Only)

For additional advice or to learn more contact us: info@guardsight.com