

# Cybersecurity Tips For Disposal Of Electronic Devices

## YOUR AWARENESS IS THE BEST DEFENSE

Disposing of your electronic devices can be accomplished by donation, recycling or destruction. Properly disposing of your electronic devices is essential to ensure no sensitive information is inadvertently being exposed. This information could be stolen and exploited by cyber criminals.

### PRO TIPS

- **Encrypt your hard drive so the information is still protected if not wiped out before disposal**
- **Make sure to perform a backup before disposing of any device if necessary**
- **E-waste can be avoided by donating and recycling electronic devices to the United States Environmental Protection Agency (EPA)**
- **Make sure to follow DoD standard when wiping an electronic device**

For additional advice or to learn more contact us: [info@guardsight.com](mailto:info@guardsight.com)

1	<b>BACKUP ALL YOUR DATA</b>	<ol style="list-style-type: none"><li>1. Assess what to backup (personal files, settings, OS config)</li><li>2. Perform a local backup.<ol style="list-style-type: none"><li>A. A Storage device of the same capacity or greater is required.</li><li>B. Compress (.zip) the information to efficiently perform the electronic device backup.</li></ol></li><li>3. If making multiple backups, do not keep copies in the same physical location.</li><li>4. Consider other storage options such as cloud storage or network storage.</li></ol>
2	<b>WIPE THE STORAGE DISK(S)</b>	<ol style="list-style-type: none"><li>1. Use a disk cleaning software to permanently delete the data stored on an electronic device.<ol style="list-style-type: none"><li>A. Performing a secure erase or disk wiping will erase the data by overwriting all areas of the storage device.</li></ol></li><li>2. Follow the National Institute of Standards and Technology (NIST) guidelines to successfully sanitize the device.</li></ol>
3	<b>DESTROY OR SAFELY DISPOSE</b>	<ol style="list-style-type: none"><li>1. Physically destroying the device can be performed by shredding, drilling or hammering, incinerating or degaussing the device (removing magnetic field).</li><li>2. Get a certificate that confirms your data has been destroyed when requesting the assistance of a 3rd party.</li><li>3. The device can also be safely and responsibly disposed of by donating and recycling it through company programs (which may provide incentives).</li></ol>