

4N6 Cyber Resilience Internship

ASSIGNMENT(Set-2)

Information Security Policy Document:

Information Security Policy (Physical and Digital Information) and latest development in E- Waste Management.

PURPOSE :

Blue Star recognizes the importance of Electrical and Electronic equipment and parts play in its business activities of providing cooling services solutions and of marketing high end industrial electronics products. Blue Star Management has total commitment to the environment and sustainability with regards to the disposal of unwanted and /or end of life products or its parts.

OVERVIEW :

This document provides an overview on collection and disposal of the above mentioned waste electrical and electronic products and their parts within the purview of Blue Star conducting business as per the e-waste Management and Handling Rules 2011.

It is expected that the e-waste management policy shall provide a frame work to allow Blue Star to move towards its goal of environmental sustenance by strictly operating within the frame work of guidelines emanating out of e-waste Management and Handling Rules 2011.

SCOPE :

This policy applies to all the business verticals of Blue Star and the stake holders associated with these verticals.

Definitions:

a) **e-waste :**

e-waste means waste electrical and electronic equipment whole or in parts or in rejects from their manufacturing and repair processes, which are intended to be discarded.

b) **e-waste Rules applicability :**

e-waste Management and Handling rules 2011 which have become law and applicable to the state of India from 01st May 2012.

c) **'Schedule- I' items :**

I. IT & ITes items:

Mainframes, Minicomputers, Personal Computers, Laptops, Notebooks, Notepads, Printers including Cartridges, computers, Laptops, Notebooks, Notepads, Printers Copiers, E/E typewriters, User terminals and Systems, Facsimile, Fax, Telex, Telephones, Cordless, Cellular, Answering systems.

II. Consumer Electrical and Electronics :

All TV, Refrigerators Washing machines, Air conditioners excluding central Air Conditioning plants.

d) **Bulk Consumer :**

Bulk users of electrical and electronic Equipment such as among others private companies registered Under Factories Act 1948 and Companies Act,1956.

e) **Collection center means :**

A center established individually or jointly or a registered society or a company or an association, to collect e-Waste.

f) **Consumer means:**

Any person using electrical or electronic equipment excluding bulk consumers.

g) **Electrical or Electronic equipment means:**

Equipment which is dependant on electrical current or electromagnetic fields to be fully functional.

h) **Extended Producer Responsibility (EPR) :**

Extended Producer Responsibility (EPR) means responsibility of any producer of electrical and electronic equipment of their products beyond manufacturing until environmentally sound management of their end of life products

i) **Historical e-waste means:**

Waste generated from electrical and electronic equipment as specified in Schedule I, which was available on the date when these rules came in force (1st May 2012).

j) **Producer means :**

Any person who irrespective of selling technique used;

- i. Manufactures and sells EE (Electrical & Electronic) equipment under his own brand or and sells assembled EE equipment of other manufacturers.
- ii. Offers to sell imported electrical and electronic equipment .

2. e-waste Policy Principles :

- A. Electronics & Electrical products and their parts shall be deemed to have reached their end of life and can be discarded by the owner (consumer) or the Service In charge for a region or a Factory Manager of a factory or the Administration Manager responsible for establishments. An item of equipment once permanently discarded by the user or the authorities mentioned above shall be deemed as e-waste, regardless whether it is operational or non operational.
- B. There are four key principles regarding the disposal of e-Waste :
 1. Protection of the Environment
 2. Social responsibility
 3. Disposal
 4. Data Protection

C. Protection of the Environment :

- 1) Wherever possible, functional Computers should be redeployed to identified users with or without up gradation.
- 2) Sold or/and donated equipment should be necessarily disposed off through the authorized service provider engaged for the purpose of collection, segregation, transportation, dismantling, recycling and disposal of e-waste as per guidelines of the Central Pollution Control Board.
- 3) Only designated areas shall be used for identifying and keeping these materials in the Factories, Office establishments, Service centers and Warehouses. No mixing of such materials shall be allowed with general scrap or household wastes from the premises.

D. Social Responsibility :

Blue Star shall make all reasonable efforts to track the products sold or donated by it till their final destination. Products sold to consumers shall be insisted upon to record the objective usage of product and guaranteeing the end of life disposal procedures – (disposal through Blue Star appointed authorized Service provider)

E. Disposal :

1. Blue Star has entered into an arrangement with a authorized service provider for management of the entire process of disposal of Electronic and Electrical wastes right from Collection to disposal at Approved facilities of the service provider. The list of collection centers of the service provider have a pan India presence. List of Collection centers can be had by accessing the toll free number provided for the purpose.
2. Authority for handing over such materials for disposal is vested with Managers of Blue Star as below mentioned :
 - i. Factories- Respective Factory Managers
 - ii. Spare parts and Service centre /Warehouses- Head of Logistics
 - iii. Office establishments- All India Administration Head.
 - iv. Projects sites – Head of Logistics.

F. Data Protection :

All electronic items collected by the service provider for disposal shall be bound by a Non disclosure agreement signed separately by the service provider. It will be the responsibility of the Service provider to protect all information in embedded, encrypted, stored or written form available in/on the storage devices and no pilferage, sharing, decoding, copying shall be allowed in whatsoever form till the point of erosion and complete sanitization of the data in a scientific and internationally acceptable manner.

3. Changes to Procurement Policies :

- a. In an attempt to address sustainability issues during the procurement of products/equipments/parts of EE equipment additional criteria as stipulated by RoHS requirements or any other criteria modified by law shall be added to the supplier requirements in how they address the environmental requirements in relation to :

Toxics reduction

Design for End of life
Material Selection

Life cycle extension
Energy Conservation.

- b. Blue Star may insert conditions to include :

Labeling of the equipment/parts for recycling.
Energy consumption during in service life time.

Usable life expected out of a product.

Take back of products for recycling or disposal.

4. Product Take back program under EPR by Blue Star :

An aggressive product take back program applicable to all consumers is designed by Marketing to ensure spreading awareness amongst consumers on the benefits of environment friendly disposal of end of life products. The scheme shall be extended to similar like products of other brands also to ensure maximum number of such products are disposed off in an environment friendly manner.

5. User Education :

Give wide publicity to the e-waste policy using internal e- communication, In-house magazine, Blue Star web portal etc.

Include Dealers, Channel partners and other stake holders in awareness building programs.

Insertion of related information in the product brochures on handling of e-Waste and not allow mix up with general waste. The crossed garbage wheelie bin image shall be used as a representative picture effectively.

Assign a toll free number to guide potential users on service provider's contact for collection of e-waste.

Use print media, advertisements, pamphlets etc for awareness building to the general public.

How Can Consumers Recycle Electronic Devices?

The popularity of electronic devices has spawned a new industry focused entirely on recycling these discarded gadgets. Back in 2012, the global recycling market was worth \$9.84 billion. That number is expected to grow by more than 20% by 2019.

There are plenty of **e-waste recycling** opportunities these days; however, it may depend on where you live. If you can't find authorized electronics recyclers, you can choose to donate dated computer equipment that can be reused or refurbished.

Recycling is the best solution to the world's e-waste problem. However, it has spawned new issues related to data security and privacy.

Why is Data Security Important?

E-waste recycling is necessary, but you have to be cautious. The laptops and smartphones you dump contain private data—passwords, bank details, home addresses, contacts. When these fall into the wrong hands, you could face devastating consequences.

It's quite easy for anyone to extract personal data from electronic devices. Dragging your important documents to the Recycling Bin won't be enough to keep your data secure. That's because digital information often leaves a trail of breadcrumbs that can be recovered effortlessly using the right hardware.

Unwanted electronic devices go through several hands during the recycling process. They are dismantled piece by piece by authorized professionals at different facilities. That means there are plenty of opportunities for your information to be stolen. But there is a way to avoid this from happening.

How Can Consumers Secure Their Data When Recycling?

First, make backups of your old data. Once backups have been made, you can now wipe out private information stored in the device you will be recycling. Smartphones don't often come with traditional hard drives. That means all you have to do to get rid of the data is to find the reset function.

As for PCs and other devices that have a hard drive, the easiest way to destroy private information is to have the hard drive shredded. There are authorized recycling firms who can destroy all drives for you. They will place your devices into a shredder, making it impossible for anyone to recover any information from it.

You don't have to compromise your data to care for the environment. As long as you make an effort, you can keep both your private information and your community safe.

Their E-Waste and Data Security Tips Include:

- Always backing up your data
- Having any data scrubbed from any device that stores data
- Overwriting your data

Can Recycling Promote Data Security?



The other key reason to promote recycling is that it's an effective way of promoting your personal security.

At Great Lakes Electronics Corporation, for example, electronic recycling is their specialty – data security is their priority. Once you take a used electronics device to Great Lakes Electronics Corporation, all personal information stored on your devices and hard drives will get eliminated – which also eliminates any concerns you may have about identity theft.

With their in-house data elimination processes, Great Lakes Electronics Corporation can ensure complete data destruction of all drives. That includes multiple levels of data sanitization that provides the secure destruction of personal, sensitive, proprietary, or classified information.

When they're done, Great Lakes Electronics Corporation will issue Certificates of Destruction and Certificates of Data Deletion upon the customer's request. That

Nikhil Yadav (nikhil27rock@gmail.com)

signifies that all data devices brought in for in-house data elimination were handled in accordance with federal standards.

These days, most of the conversations involving e-waste focus on the problems associated with disposing of them in landfills, which is an important topic.

But there also needs to be a healthy and vigorous discussion about the data security issues as well. All data information must be protected and fully secured.

Conclusion

E-waste and data security can present a serious threat to individuals and businesses. Data erasure is the strongest way to fight back, but most individuals and companies have no idea how to go about it.

The solution is to turn those devices over to an experienced firm like [Great Lakes Electronics Corporation](#), which has years of experience performing environmentally friendly recycling of electronic products.

The team at Great Lakes will disassemble these items into component parts, and the ones that still have value can be sold for reuse. Other parts are used for metal recovery. Everything within your devices gets recycled.

