

Secure Data Disposal SOP

Purpose:

Securely disposing of data is to protect sensitive information from falling into the wrong hands and to prevent unauthorized access or data breaches.

Scope:

This data security policy applies all customer data, personal data, or other company data defined as sensitive by the company's data classification policy. Every user who interacts with company IT services is also subject to this policy.

Responsibilities:

IT department at Team KnonSense responsible for protocol and enforcement. All users are responsible to follow SOP.

[SOPs](#)

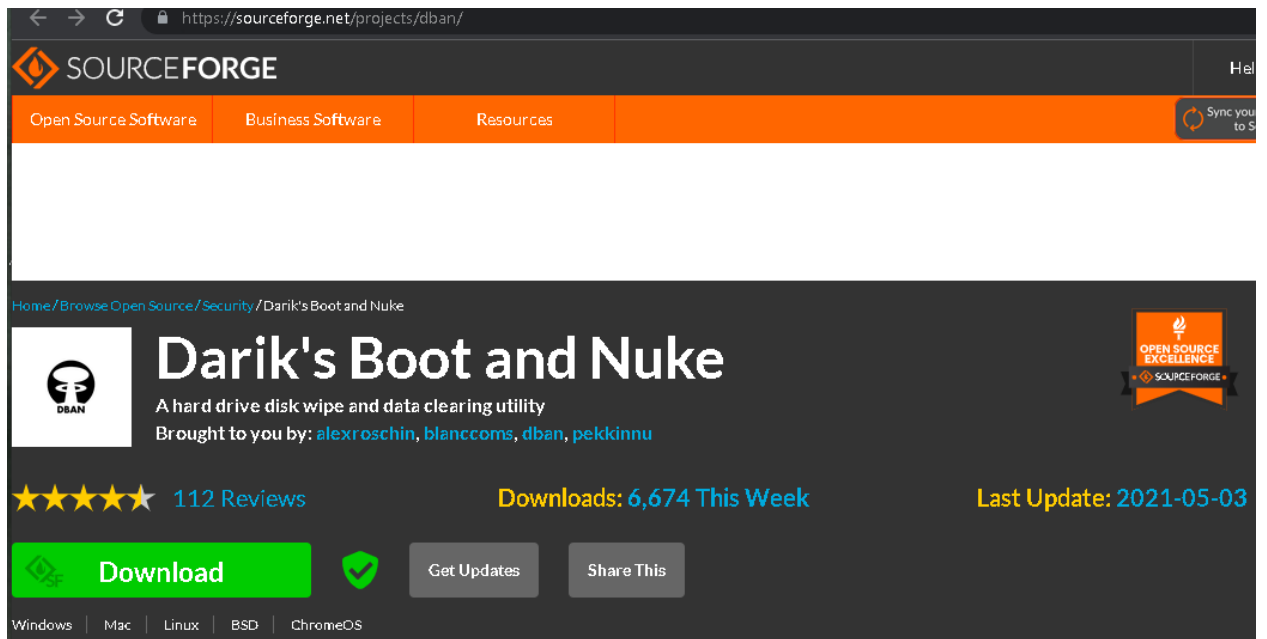
Prerequisites:

This will only be done by the IT department, following our set SOP

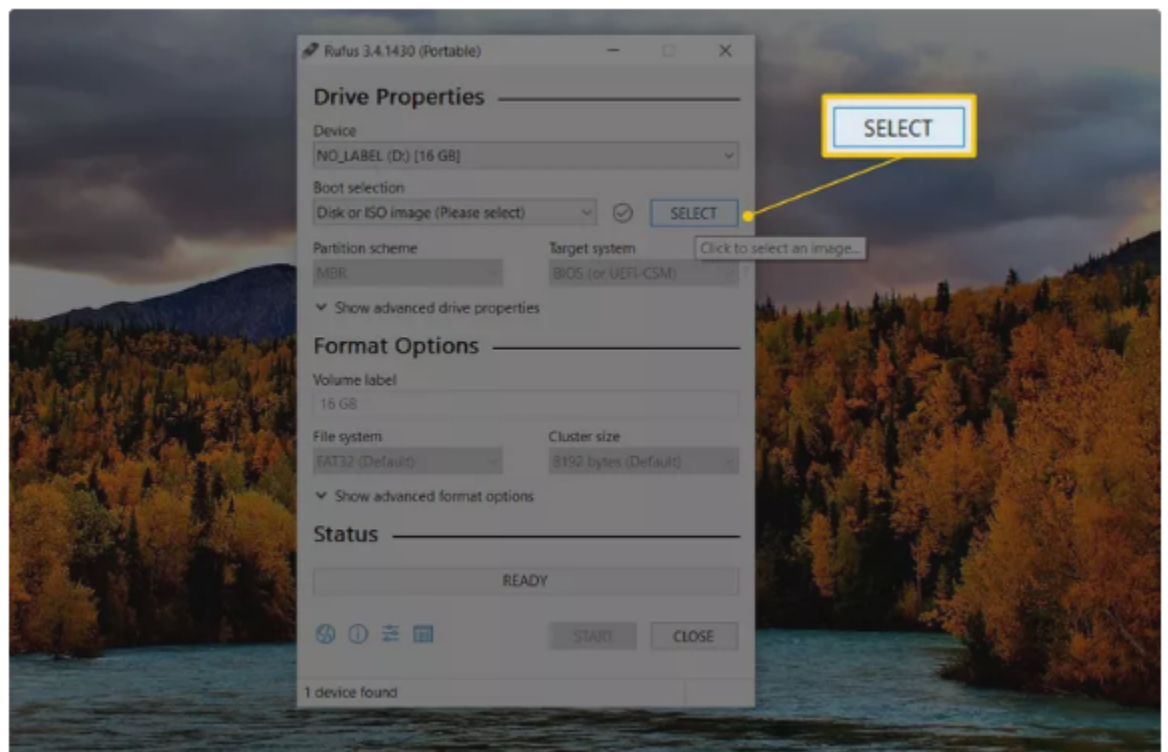
Procedure:

To securely dispose of data, follow these steps:

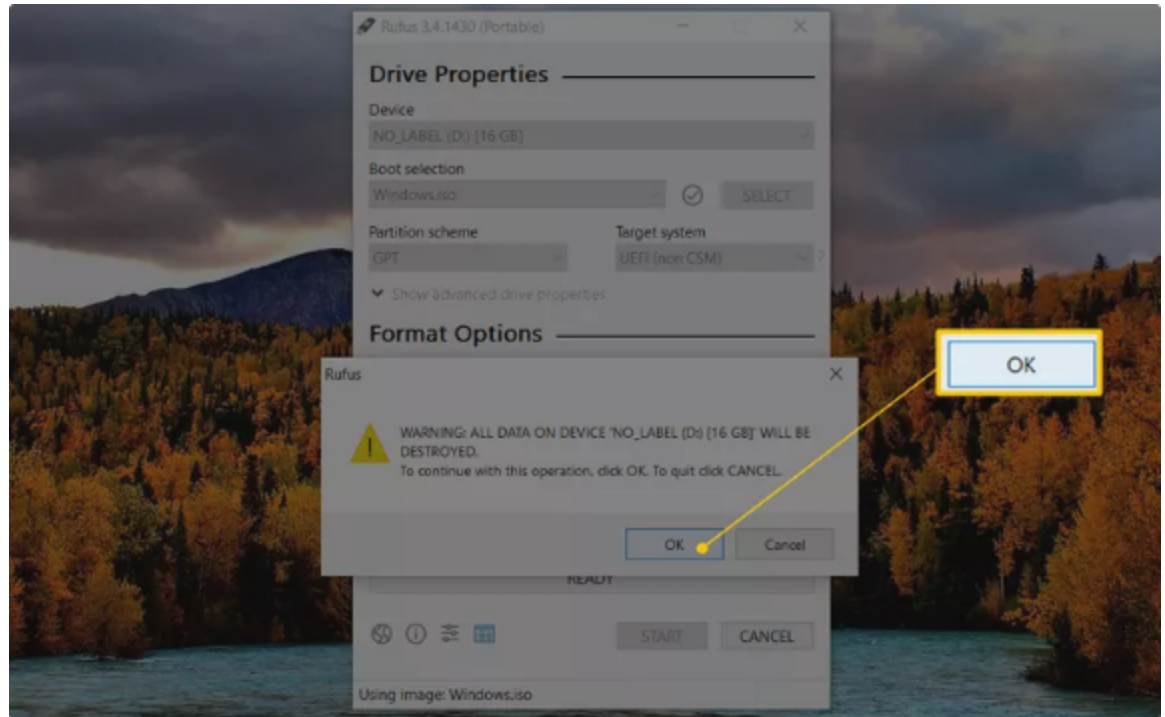
- **Backup important data:** Before proceeding with the disposal process, ensure that any important files or data you want to keep are backed up.
- **Download the DBAN program.** To start, you have to download DBAN. [Link for DBAN download](#) also [Rufus Download](#) and place on desktop.



- **Burn DBAN to a USB device. (follow below sub steps)**
 - Insert the flash drive or other USB device into your computer that you want to "burn" the ISO file to.



-From the Boot selection drop-down, make sure Disk or ISO image (Please select) is chosen.

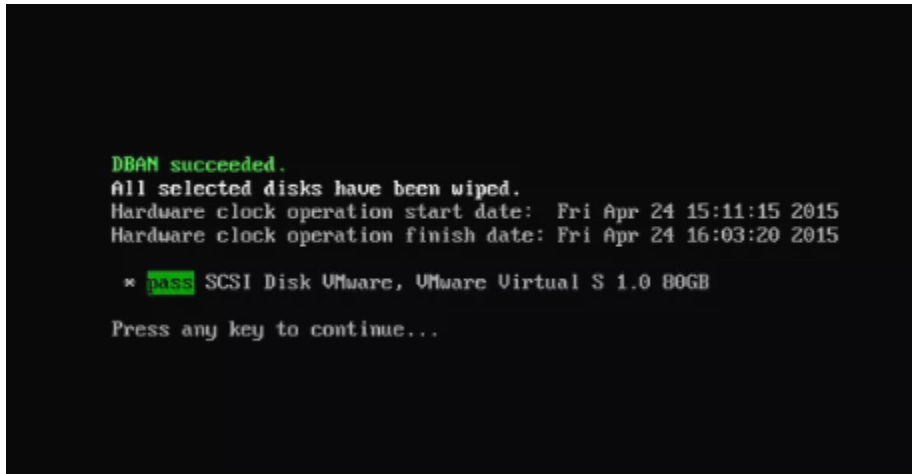


-Wait while Rufus properly formats the USB drive so it's bootable, and then copies all the files to the drive that are contained in the ISO image you selected earlier.

- **Restart and boot into the USB device.**
- **Choose which hard drives to wipe with Interactive Mode.**
- **Wait for DBAN to erase the hard drive(s).**

Darik's Boot and Nuke 2.2.8			
Options		Statistics	
Entropy:	Linux Kernel (urandom)	Runtime:	00:00:30
PRNG:	Mersenne Twister (mt19937ar-cok)	Remaining:	00:44:37
Method:	Quick Erase	Load Averages:	0.79 0.22 0.08
Verify:	Last Pass	Throughput:	63543 KB/s
Rounds:	3	Errors:	0
SCSI Disk VMware, VMware Virtual S 1.0 80GB			
[00.98%, round 3 of 3, pass 0 of 0] [blanking] [63543 KB/s]			

- **Verification and documentation:** After data disposal, verify that the data has been effectively removed or destroyed.

A screenshot of a terminal window with a black background and green text. The text indicates that the DBAN process has completed successfully. It shows the start and finish dates for the hardware clock operation and a confirmation message for a SCSI disk.

```
DBAN succeeded.  
All selected disks have been wiped.  
Hardware clock operation start date: Fri Apr 24 15:11:15 2015  
Hardware clock operation finish date: Fri Apr 24 16:03:20 2015  
  
* PASS SCSI Disk VMware, VMware Virtual S 1.0 80GB  
  
Press any key to continue...
```

References:

- DBAN Download - <https://sourceforge.net/projects/dban/> -
- RUFUS Download - <https://rufus.ie/>

Definitions:

Boot: to load an operating system (OS) into the computer's main memory

USB: in full universal serial bus, technology used to connect computers with peripheral devices.

Revision History:

EA - Revision 0.1 5/16/2023