

Hardware and Data Disposal Policy

1.0 Policy Statement

The City of Mount Pearl recognizes the importance of the appropriate disposal of City owned hardware devices containing data and software. This policy applies to employees responsible for secure hardware data disposal, the employees who use these devices, and the information contained on these devices. This policy applies regardless of physical location.

2.0 Purpose

To establish a policy that outlines the disposal of all City-owned devices intended for, or capable of, data storage, and to ensure the effective erasure of all data and software contained therein.

3.0 Hardware and Data Disposal Guidelines

1. General

All information stored or saved on, or through the use of City computing and telecommunications facilities, belong to the City. The hardware that this information resides on must be securely erased prior to reuse, redistribution or disposal.

2. Asset Disposal

Any medium that has potential to store confidential or private City of Mount Pearl data should be securely erased prior to disposal following the City's asset disposal procedures, and in consultation with the Information Technology Manager. These procedures include provisions for transferring assets within departments, transferring assets to separate departments or outside organizations, repairing an asset under warranty, disposal of a damaged or inoperable asset of warranty and the return of leased equipment (if applicable).

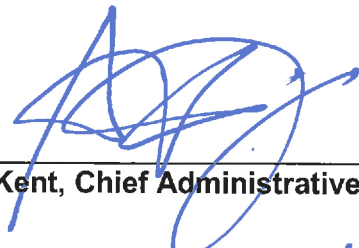
The Information Technology Division will maintain the responsibility of producing and updating the procedures mentioned here for each type of asset stated below to meet with changing business needs as well as technological improvements and advances. These procedures will work in conjunction with service level agreements currently held with third

party vendors or service providers where applicable and in cases where service level agreements are not present will be considered for when they are created.

Hardware and devices covered by this policy include but are not limited to:

- USB External Storage and Flash Drives
- Hard Drives
- Cellular Devices and Tablets
- CD's and DVD's
- Tape assets
- Routers/ Switches
- Multifunction Devices
- Printers
- Scanners
- Faxes
- Photocopiers

4.0 Approvals



Steve Kent, Chief Administrative Officer
August 30/18

Date