

MEDIA DISPOSAL POLICY

1 – Policy Scope

This policy applies to:

- All Projecting Success employees

2 - Policy Contents

- Media shall be disposed of in a manner that renders the data unrecoverable by using DBAN if the device is to be sold for second-hand use/donated.
- All computer equipment or digital media due for disposal must be treated as if it contains strictly confidential information and be disposed of accordingly.
- If equipment is to be re used, then Microsoft Intune ‘Fresh-Start’ is applied to the device. This factory resets the device and wipes all user data. The device maintains its identity within Intune so can still be managed by The Company and therefore it’s security policies.
- Confidential paper waste must be shredded as soon as possible, then recycled with other public waste.
- Trusted third parties may be used to securely dispose of data.
- USBs are not permitted for physical data transfer.

3 – Policy Compliance

Projecting Success Management will ensure employees follow this policy during the bi-annual appraisals. Any individual, found to have violated this policy, may be subject to disciplinary action up to and including termination of employment.

Version History				
Date	Version	Details of Change	Revision By	QA
28/08/2018	1	- Policy Created	George Davies	Martin Paver
28/08/2019	2	- Annual Review	George Davies	Martin Paver
28/08/2020	3	- Annual Review	Martin Paver	Vicky Emerson
29/08/2021	4	- Annual Review	Yoshi Soornack	Vicky Emerson
24/01/2022	5	- Policy Updated	Jonathan Mills	Vicky Emerson
24/01/2023	6	- Annual Review	Tallulah Carter-Kelly	