

## DanceSyndrome Disposal of Removable Storage Media

### 1. Scope

This procedure covers all situations involving the disposal of removable storage media. DanceSyndrome must ensure that all removable storage media are cleaned before being disposed of.

### 2. Responsibilities

It is the responsibility of DanceSyndrome's Data Protection Officer to manage the secure disposal of all storage media that is no longer required, according to this procedure.

All owners of removable storage media are responsible for disposing of removable storage media according to this procedure.

### 3. Procedure

1. Hard disks must be formatted and cleaned of all data and software before being reused or disposed of.
2. The secure disposal of disposable storage media as well as the disposal of all data processing equipment is the responsibility of the Data Protection Officer.
3. The Data Protection Officer shall keep a log demonstrating what media has been destroyed or disposed of, when and by whom.
4. Hard disks must be cleaned and verified by DanceSyndrome's nominated IT support person.
5. If hard disks are cleaned and guaranteed by an external third party, then the details of the external service provider must be provided.
6. Removable storage media devices that contain confidential information must be destroyed only after a risk assessment has been carried out and must never be reused.
7. Removable storage media devices that contain confidential information must be subjected to a risk assessment before they are sent for repair in order to establish whether they ought to be repaired or replaced.
8. The protocol for destroying removable storage media devices prior to disposal is to return the device to DanceSyndrome who will deliver it to a reputable third party service provider who will securely remove data and destroy the device.
9. All media must be disposed of according to the legal and regulatory requirements for the disposal of computer equipment, via , DanceSyndrome's approved providers.

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and company limited by guarantee  
**Company No: 8402154**



10. Documents that contain confidential and restricted information should be shredded by their owners prior to being destroyed. Shredders are located in the DanceSyndrome office. The shredded waste will be removed by an approved service provider .

#### 4. Document owner

The DPO is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

The latest version of this policy document is available to all employees of DanceSyndrome on the policies section of our the website.

This policy document was approved by DanceSyndrome’s Board of Trustees and is issued by the Chairperson on a version controlled basis.

Date of implementation: April 2018

Date of next review: November 2018



Signed: .....

**Sue Blackwell, Acting Chair – DanceSyndrome – 17.04.2018**

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