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**DISPOSAL AND DESTRUCTION POLICY**

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| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
|  | 0.1 | 27001Academy | Basic document outline |
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# Purpose, scope and users

The purpose of this document is to ensure that information stored on equipment and media is safely destroyed or erased.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e., to all the information and communication technology as well as to the documentation within the scope.

Users of this document are all employees of [organization name].

# Reference documents

* ISO/IEC 27001 standard, clauses A.7.10, A.7.14, and A.8.10
* Information Security Policy
* [Information Classification Policy]
* [Inventory of assets]

# Disposal and destruction of equipment and media

All data and licensed software stored on mobile storage media (e.g., on CD, DVD, USB flash drive, memory card, but also on paper) and on all equipment containing storage media (e.g., computers, mobile phones, etc.) must be erased or the medium destroyed before it is disposed of or reused.

The person responsible for erasing data / destroying media must inform the owner of the asset in question about erasing /destroying data, and the asset owner must update the Inventory of Assets.

## Equipment

[Job title] is responsible for checking and erasing data from equipment, unless the [Information Classification Policy] prescribes differently. Data must be erased [describe the technology used for erasing data from media in the equipment], but if the process is not secure enough considering the sensitivity of the data, then the storage medium must be destroyed.

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