



Secure Disposal of ICT Equipment Procedure

UNDER REVIEW

Related Policy	ICT Security Policy
Responsible Officer	Chief Information Officer
Approved by	Chief Information Officer
Approved and commenced	August, 2014
Review by	August, 2017
Responsible Organisational Unit	Information Technology Services

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1 Objective

To minimise security risks associated with equipment disposal through ensuring the secure destruction of discarded data stores.

2 Scope

All ICT Facilities and Infrastructure of the University of Tasmania.

3 Procedure

Step	Details	Responsibility
1.	<p>Disposal of ICT Assets is the responsibility of the custodian, or manager, of the asset. Prior to disposal, the following should be considered:</p> <ul style="list-style-type: none"> • Re-deployment options • Asset value and cost recovery • Recycling options • Destruction of data and configuration information prior to disposal 	ICT Asset custodian or manager
2.	<p>The ICT Asset disposal process used will be based on an assessment of the data value performed by the responsible parties.</p> <p>The disposal methods presented in this Procedure are intended as a minimum standard of operation; not as directive statements. Workstations that hold critical information stores, for example, can be destroyed using processes of higher diligence than those described in this Procedure.</p>	ICT Asset custodian or manager
3.	<p>In cases where an ICT Asset holds University data, the following is considered a reasonable attempt to securely delete data:</p> <p><i>Workstations</i> Where staff and student computers are being disposed of, a reasonable attempt to remove data is considered to be:</p> <ul style="list-style-type: none"> • An operation which overwrites data on the device <ul style="list-style-type: none"> ○ equivalent to overwriting a device with binary zeroes or random data under Unix • Re-installation of an operating system on the drive <p><i>System components</i> In cases where an ICT Service is being decommissioned, and the data storage devices will be reused:</p>	ICT Asset custodian or manager

- An operation which overwrites data on the device
 - equivalent to overwriting a device with binary zeroes or random data under Unix
- Re-installation of an operating system on the drive prior to redeployment

Scrapped devices

Where a data storage device will be scrapped:

- If the device is functional, an operation which overwrites data on the device must be performed:
 - equivalent to overwriting a device with binary zeroes or random data under Unix
- The data storage device should be destroyed in such a way that reading the device is no longer possible:
 - Destroying the platters of a hard drive
 - Destruction of tape media
 - Using a magnetic field to remove data

4 Definitions and Acronyms

Academic Unit	Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.
Device	Any computer or electronic device capable of accessing, storing and communicating data.
ICT	Information and Communication Technologies
ICT Asset	A piece of equipment that formed part of an ICT Service, or Facility, or an item of the ICT Infrastructure.
ICT Facilities	All computers, terminals, telephones, end host devices, licences, centrally managed data, computing laboratories, video conference rooms, and software owned or leased by the University.
ICT Infrastructure	All electronic communication devices, networks, data storage, hardware, and network connections to external resources such as AARNet and the Internet.
ICT Officer	The University of Tasmania staff authorised by a College, Academic Unit and/or Chief Information Officer to

maintain and/or administer ICT Services, Facilities, Infrastructure, user level accounts and passwords.

ICT Security Manager	The ITS appointed representative responsible for ICT security.
ICT Services	All systems supporting interaction, information provision, information storage, or communications provision and the ICT Facilities on which they operate.
ITS	Information Technology Services
University	The University of Tasmania

5 Supporting Documentation

- ICT Security Policy
- Desktop Computing - Procurement, Installation and Service Policy
- Records Management Policy

6 Versioning

Former Versions	Version 1	Secure Disposal of ICT Equipment Procedure, approved May, 2010; reviewed May, 2014.
	Version 2	Secure Disposal of ICT Equipment Procedure; minor amendments to update terms/references; approved by Responsible Officer, Chief Information Officer; approved August, 2014. Amended in December 2016 to incorporate Colleges.
Current Version	Version 3	Secure Disposal of ICT Equipment Procedure; minor amendments to update terms/references; approved by Responsible Officer, Chief Information Officer; approved August, 2014. Amended in December 2017 to reflect academic structures and nomenclature.