\*\* FREE PREVIEW VERSION \*\*

[Organization logo]

[Organization name]

**DISPOSAL AND DESTRUCTION POLICY**

|  |  |
| --- | --- |
| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
| dd.mm.yyyy | 0.1 | EUGDPRAcademy | Basic document outline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table of contents**

[1. Purpose, scope and users 3](#_Toc114520429)

[2. Reference documents 3](#_Toc114520430)

[3. Disposal and destruction of equipment and media 3](#_Toc114520431)

[3.1. Equipment 3](#_Toc114520432)

[3.2. Mobile storage media 3](#_Toc114520433)

[3.3. Paper media 3](#_Toc114520434)

[3.4. Erasure and destruction records; commission for the destruction of information 4](#_Toc114520435)

[4. Managing records kept on the basis of this document 4](#_Toc114520436)

[5. Validity and document management 4](#_Toc114520437)

# 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, and to all personal data processing activities.

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
* EU GDPR Article 32
* Information Security Policy
* Data Retention 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 retention period is defined in Data Retention Policy.

The person responsible for erasing data / destroying media must inform the owner of the asset in question about erasing /destroying data …

\*\* END OF FREE PREVIEW \*\*

To download full version of this document click here: <https://advisera.com/27001academy/documentation/disposal-and-destruction-policy/>