

Union Jack Club

Disposal of Removable Storage Media

1. Scope

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

2. Responsibilities

It is the responsibility of Union Jack Club's Deputy Chief Executive to manage the secure disposal of all storage media that is no longer required, according to this procedure. The Deputy Chief Executive is also the owner of the relationship with the approved third party contractor who removes shredded documents.

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 Information Deputy Chief Executive.
3. The Information Deputy Chief Executive shall keep a log demonstrating what media has been destroyed or disposed of, when and by whom Facilities Office by Facilities Manager.
4. Hard disks must be cleaned and verified by taking the following steps: Limited access by staff who can use these mediums, taken to Facilities Office when use finished.
5. If hard disks are cleaned and guaranteed by an external third party, then the details of the external service provider must be entered here [Quintech Managed Services](#) .
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 including USB sticks prior to disposal is as follows: Wiped clean.
9. All media must be disposed of according to the legal and regulatory requirements for the disposal of computer equipment, via Quintech Managed Services, Union Jack Club's approved.
10. Documents that contain confidential and restricted information should be shredded by their owners prior to being destroyed. Shredders are located in all offices. The shredded waste must be removed by an approved service provider, First Mile.

4. Document owner

The Union Jack Club 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 dated 25th February 2018 is available to all members and guests of Union Jack Club on the Club's website or for staff on the Club's Internet and will be included in the Club's training program undertaken by Heads of Department.

This policy document was approved by Union Jack Club's Board of Trustees and is issued by the Chief Executive Officer ("CEO") on a version controlled basis.

Name of CEO: Mr Simon Atkins

Date: 25th February 2018

Change history record

Issue	Description of Change	Approval	Date of Issue
1	n/a	n/a	n/a
2	n/a	n/a	n/a
3	n/a	n/a	n/a