1. **Scope**

Time to Reply Ltd requires, under control sections 8.3.2 and 11.2.7 of the [Manual](../Manual/001%20Information%20Security%20Manual.docx), that all removable storage media are clean (which means: it is not possible to read or re-constitute the information that was stored on the device or document) prior to disposal.

1. **Responsibilities**
   1. The Director (CISO) is responsible for managing the secure disposal of all storage media in line with this procedure when they are no longer required, and is the owner of the relationship with company to be defined when such media becomes used, who is the approved contractor for removing shredded documents.
   2. All owners (see control section 8.1.2 of the Manual) of removable storage media are responsible for ensuring that these media are disposed of in line with this procedure.
2. **Procedure** [ISO27002 Clauses 8.3.2 11.2.7]
   1. Hard disks must be cleared of all software and all organisational confidential and restricted information prior to disposal or re-use, as set out in Clause 3.5 and 3.6, below.
   2. The Director (CISO) is responsible for the secure disposal of storage media and the disposal of all information processing equipment is routed through his office. A log ([ISMS-C REC 11.2.7](ISMS-C_REC_11.2.7.docx)) is retained showing what media were destroyed, disposed of, and when. The asset inventory is adjusted once the asset has been disposed of.
   3. Hard disks are cleaned using low level format.
   4. Devices containing confidential information, dependent on a risk assessment are destroyed by removal and cutting of platters prior to disposal and are never re-used.
   5. Portable or removable storage media of any description are destroyed by removal and cutting of platters prior to disposal, memory sticks are reformatted and smashed.
   6. All media are disposed of in line with WEEE regulations as per HEHQMS, on disposal of computer equipment, through Time to Reply Ltd’s approved contractor.
   7. Documents containing confidential and restricted information which are to be destroyed are shredded by their owners, using a shredder with an appropriate security classification. The waste is removed by the approved contractor.

***Document Control and Approval***

The Director (CISO) is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This procedure was approved by the Director (CISO) on 24th October 2019 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Dane Spear | 14/11/2020 |
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