COMMUNITY
COMPUTERS

HOW WE HANDLE YOUR DATA

0161 476 2777

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A NON-PROFIT INITIATIVE BY RENEWAL NORTH WEST (REGISTERED CHARITY 1145056)

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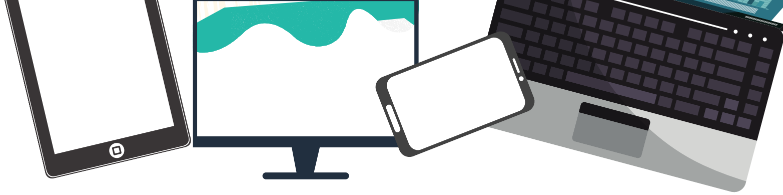
Handling Data Destruction



Personnel

- Staff are security vetted which includes a Disclosure and Barring Service (DBS) check
- Have signed a deed of confidentiality prior to commencement of employment

Collection of data devvices

- Data to be collected will remain protected from unauthorised access from the point of collection to complete destruction.
- The collections team will be in uniform and carry photo ID
- The destruction of data or devices takes place within 48 hours from arrival at our destruction centre, where shredding or sanitising will take place
- All devices are photographed and logged with an asset tag

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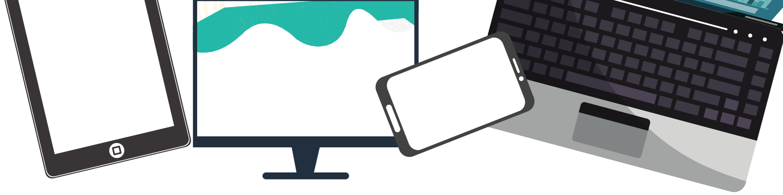

Premises

- Locked and alarmed premises
- CCTV covering work and holding areas.

Vehicles (off-site)

- Will be box type vans that are locked in transit
- Vans are fitted with an immobiliser and alarm system
- Vans are locked and alarmed when unattended

Vehicles (on-site)

- Vehicles will not be left unattended whilst unprocessed data devices are onboard

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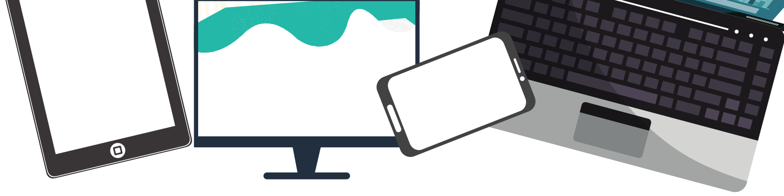

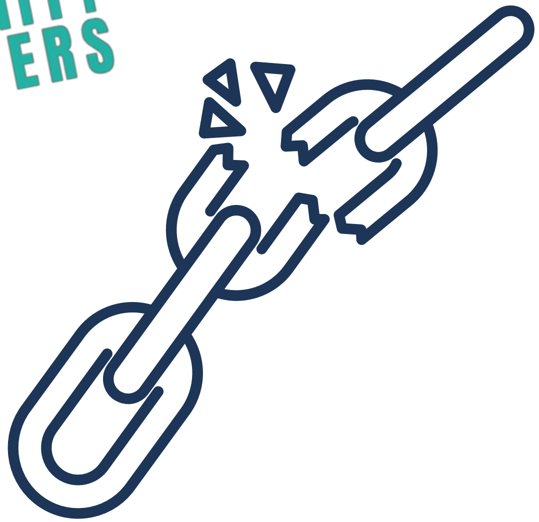

Data Destriuction (physical)

- Hard drives are degaussed with a powerful degaussing machine* to totally destroy all the data. They are then physically snapped with a purpose-built crushing machine**

  Platters are broken into multiple pieces and the control board snapped beyond use

- SSDs are crushed with a device that penetrates all SSD data chips rendering the data destroyed.

- Drives are recorded into a database; with serial numbers and the asset tag of the machine they came from

*Degaussing Machine datasheet attached

** Hard Drive/SSD Crushing Machine datasheet attached

*** Certus Software Information

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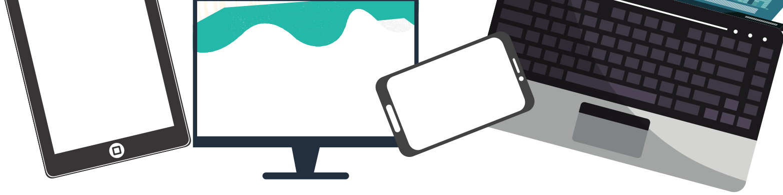

Data destruction (wiping)

- Mechanical Hard drives are not wiped and undergo physical destruction only

- SSD drives are professionally data wiped using an industry standard data wiping technology from Certus***

- Certus data wiping software performs an encrypted ATA secure data erasure to the entire SSD (where the device firmware supports it) or a US DoD 5220.22-M 3 pass overwrite to the entire drive (where ATA secure wipe isn’t supported)

- The software then generates a detailed certificate of destruction as proof, recording serial numbers for the device and machine it came from.

- This certificate is stored electronically on a database with the disk number of the drive and the asset tag of where it came from

The data wiping software conforms to international standard US DoD standard 5220.22-M. But also supports British HMG IS5 Baseline and British HMG IS5 Enhanced

As an organisation we are aiming for BS EN 15713:2009. This covers how we handle and destroy data

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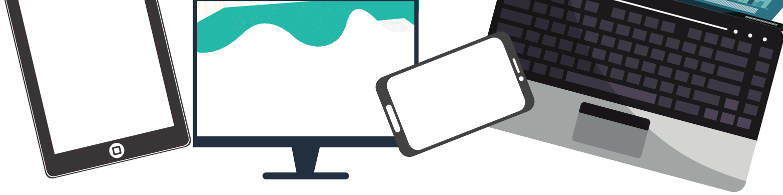

Arrange a free collection today

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Community Computers is an initiative by
Renewal North West
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