





# Information Security Management System ISO/IEC 27001:2013

## REMOVAL AND DISPOSAL OF MEDIA POLICY POLISI PEMINDAHAN & PELUPUSAN MEDIA



<b>For PTM Use Only</b>	<b>Version 1.4</b>	<b>Date : 3 Mei 2016</b>
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### Revision History

 <b>UNIVERSITI MALAYA</b>	<b>REMOVAL AND DISPOSAL OF MEDIA POLICY</b> <b>POLISI PEMINDAHAN DAN PELUPUSAN MEDIA</b>	
<b>Doc No : UM-ISMS-POL-PTM-004</b>	<b>Version 1.4</b>	<b>Effective Date : 1st June 2016</b>

No	Date of Change	Description	Page	Version	Approved By
1	1st October 2014	Remove 'MS' from Front Page.	Front Page	1.1	Dr David Asirvatham
2	25 <sup>th</sup> Nov 2014	Inserted TERHAD logo	Header	1.2	Dr David Asirvatham
3	5 Nov 2015	Added the following on clause 3.6 :  "The staff/contract who remove the PTM's PC, laptop or server from PTM premises shall ensure the equipment is protected from damage or loss or unauthorised access".	3 & 6	1.3	Dr David Asirvatham
4	3 <sup>rd</sup> May 2016	Modified purpose and scope statement.  Added new sub topics i) 3.1 Media Disposal Policy ii) 3.2 Removal (transfer and borrowing) Policy  Modified statement 3.1.2, 3.1.6, 3.2.2 & 3.2.3	1  2 3  3 - 4	1.4	Dr David Asirvatham

## 1.0 Purpose

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The purpose of this policy is to establish a standard procedure for the proper removal and disposal of electronic media containing confidential data. The disposal procedures used will depend upon the type and intended disposition of the media. Electronic media may be scheduled for repair, reuse, replacement, or decommission from service for a variety of reasons and disposed of in various ways as described below.

Electronic Media is defined as any electronic device that has the capability or is used to record information, including, but not limited to PCs, laptops, servers, network equipment, hard disks, compact disks, videotapes, audiotapes, and removable storage devices such as USB drives.

## 2.0 Scope



This policy shall apply to all staff, contractors, vendors, interns in Centre For Information Technology (PTM) in UM. This policy covers any media containing information that requires to be disposed or removed from PTM premise (for example a staff bringing home a laptop that is not assigned to him is considered to have removed the media from PTM premise). Electronic media in this scope includes PC's, laptops, servers, network equipment, external hard drives and other forms of electronic media that belong to PTM, contractors and vendors.

All users of computer systems within PTM of UM, including contractors and vendors with access to PTM data are responsible for taking the appropriate steps, as outlined below to ensure that all electronic media are properly sanitized before removal from site or disposal.

## 3.0 Policy

### 3.1 Media Disposal Policy

- 3.1.1 All electronic media should undergo a complete format or contents of the media deleted before the media, or the system containing the media is disposed.
- 3.1.2 If deemed necessary, before such formatting or deletion, ensure that important information/ data is properly backed-up in another device.

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3.1.3 For media to be disposed, if a complete formatting of the media is not an option, then the media should be destroyed so that the information is not recoverable without unreasonable time or cost. This standard is necessary to protect all university's information, and to comply with software license agreements.

3.1.4 All media that contains confidential information should be overwritten with software designed to "zero out" media tracks or destroyed.

3.1.5 Obsolete computer equipment may have little or no residual financial value - but may still hold valuable information and/or software. Pending removal of data, care should be taken to ensure secure storage of equipment and control of access.

3.1.6 Any removable storage media such as CDR, CDRW and USB drives required to be destroyed should not be binned but must be securely discarded.

### **3.2 Removal (transfer and borrowing) Policy**

3.2.1 All electronic media should undergo a complete format or contents of the media deleted before the media, or the system containing the media, is returned (after borrowal) or transferred to another department.

3.2.2 If deemed necessary, before such formatting or deletion, ensure that important information/ data is properly backed-up in another device.

3.2.3 No PC, laptop, server or network devices (excluding laptops and mobile devices assigned to the staff) is to be taken out of the PTM premises without HoD approval. The staff/vendor who removes PTM's PC, laptop, server or network devices from PTM premises shall ensure the equipment is protected from damage or loss or unauthorised access.