Computer Storage Device Recycling Policy

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General Description

Purpose:

To establish a policy for properly disposing of computer equipment and other media which contain data in order to ensure that sensitive data are rendered unrecoverable. Computer hard disks (including those on copy machines) may contain personal, confidential, and legally protected information that is still readable even when the files have been erased or the hard drive reformatted. Failure to destroy this information could lead to unauthorized access, identity theft, and liability to Trinity University.

Scope:

This policy applies to the recycling of all personal computers that are owned or leased by Trinity University, including without limitation data storage media in workstation computers, laptops, servers, cell phones, and multi-function printer/copiers. This policy applies to all departments, units, faculty, and staff.

Policy Content

A personal computer may contain a data storage device on which personal, confidential, and legally protected information is stored. In order to prevent unauthorized access to sensitive data, identity theft, and liability, Trinity University is committed to ensuring that devices on personal computers are properly recycled and stored data is unrecoverable.

University Surplus Property

Information Technology Services is responsible for collecting personal computers from departments as a result of computer replacements. The University contracts with an external electronic recycling company to provide a certificate of destruction.

Data Storage Device Assets

All Trinity-owned computers will be wiped of university software and restored to default factory settings when returned for recycling or redistribution.

Performance Evaluation

Consequences of Policy Violation:

Violation of policies in regard to this policy may result in loss of computer privileges and other disciplinary action as described in the various handbooks issued by the University to students, faculty, and staff.Any behavior in violation of this policy is cause for disciplinary action. Violations will be adjudicated, as appropriate, by the CIO, the Office of the Dean of Students, the Office of Housing and Residential Life, and/or the Office of Human Resources.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	8/21/2020 8:03 AM	Holly Warfel
v1.0	12/4/2019 7:58 PM	Courtney Cunningham

Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

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