

Electronic Data Destruction and Sanitization Policy

1. Purpose

At Sustain Ethics Limited, our duty of care requires that we securely manage our clients' electronic data when disposing and recycling waste electrical and electronic equipment (WEEE).

This policy sets out procedures and standards we follow when destroying and sanitising electronic data to protect the privacy and confidentiality of our service Users.

2. Scope

This policy applies to all stakeholders involved in handling, processing, and disposal of electronic devices containing data. These include employees, contractors, and third-party vendors among others.

3. Policy Statements

3.1 Data Destruction Methods

1. Secure Erasure: Sustain Ethics Limited ensures that

All electronic devices we receive undergo secure erasure to ensure that data is completely removed and irretrievable.

2. Physical Destruction: We use physical destruction methods such as shredding or crushing for devices where secure erasure is not feasible or practical.

3. Data Wiping: Before disposal, all data storage devices, including hard drives, solid-state drives, and memory cards, will be wiped using recognised data wiping techniques to prevent any possibility of data retrieval.

3.2 Compliance

1. Legal Compliance:

Sustain Ethics Limited adheres to all relevant data protection laws and regulations, such as the General Data Protection Regulation (GDPR) and the Data Protection Act.

2. Industry Standards:

The company will follow industry best practices and standards for data destruction and sanitisation, including those outlined by the National Institute of Standards and Technology (NIST) and the International Organization for Standardization (ISO).

4. Documentation:

We maintain records of all data we destroy, the method we use, and the timelines.

4.1 Employee Responsibilities

1. Training: All employees handling electronic devices will receive training on data destruction procedures and the importance of data security.
2. Accountability: Employees will be held accountable for ensuring that data destruction procedures are followed diligently and all necessary documentation is completed.
3. Reporting: Any concerns or incidents related to data security or data breaches must be reported to the appropriate authorities and management promptly.

4.2 Third-Party Vendors

1. Due Diligence: Sustain Ethics Limited will conduct due diligence assessments on third-party vendors involved in data destruction to ensure they comply with industry standards and legal requirements.
2. Contracts: Contracts with third-party vendors will include provisions for data protection and security, outlining their responsibilities and obligations regarding data destruction.

5. Enforcement

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contract termination for contractors and vendors.

6. Review and Revision

This policy is reviewed annually and updated as necessary to reflect changes in technology, regulations, or business practices.

7. Communication

This policy will be communicated to all employees, contractors, and relevant stakeholders through training sessions, company communications, and the company's intranet or other internal communication channels.

8. Conclusion

Sustain Ethics Limited is committed to maintaining the highest standards of data security and privacy throughout the disposal and recycling process of electronic devices. By adhering to this policy, the company aims to protect the confidentiality and integrity of electronic data and uphold the trust of its customers and stakeholders.