

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.4.27.		
<i>CHAPTER:</i> Information Technology	<i>ISSUED:</i> 4/7/06	<i>REV. A</i> 3/13/13	<i>REV. B</i>
<i>POLICY:</i> Media Disposal and Re-use Policy	<i>PAGE 1 OF 2</i>		

PURPOSE

The purpose of this policy is to prevent the leakage of private or confidential data.

SCOPE

This policy applies to any media that stores Creighton data.

POLICY

Creighton University requires that prior to disposal or reuse of any media, the media must be destroyed or sanitized in accordance with the Data Destruction Standard. All destruction and sanitizing must be logged to indicate what was destroyed or sanitized, who performed the activity, date, and method of destruction or sanitization.

If destruction or sanitization is performed by a third party, they must use methods of destruction that comply with the Data Destruction Standard and certificates of destruction noting the specific media destroyed or sanitized must be provided by the third party and maintained by Creighton.

DEFINITIONS

Creighton Data - Any data owned or entrusted to Creighton University.

Media - Material on which data are or may be recorded, such as paper, punched cards, magnetic tape, magnetic disks (hard drives, floppy disks, etc.), solid state devices (USB thumb drives), or optical discs (CDs, DVDs, etc.).

Workforce Member - Any individual, who collects, maintains, uses, or transmits Creighton's data in connection with activities at Creighton University.

RESPONSIBILITIES

Workforce members are responsible for following the Data Destruction Standard prior to disposal or reuse of storage devices.

ADMINISTRATION AND INTERPRETATIONS

This policy shall be administered by Information Security. Questions regarding this policy should be directed to the Information Security Officer.

AMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend or terminate this policy at any time. This policy does not constitute a contract between the University and its faculty or employees.

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REFERENCES TO APPLICABLE POLICIES

Data Classification Policy
Data Handling Policy
Data Destruction Standard

EXCEPTIONS

None

VIOLATIONS/ENFORCEMENT

Any known violations of this policy should be reported to the University's Information Security Officer at 402-280-2386 or via e-mail to infosec@creighton.edu.

Violations of this policy can result in immediate withdrawal or suspension of system and network privileges and/or disciplinary action in accordance with University procedures.

The University may advise law enforcement agencies when a criminal offense may have been committed.