

[Organization logo]

[Organization name]

Commented [270011]: All fields in this document marked by square brackets [] must be filled in.

DISPOSAL AND DESTRUCTION POLICY

Commented [270012]: This Policy need not constitute a separate document if the same rules are prescribed by the Security Procedures for IT Department.

Commented [270013]: To learn more about this topic, read this article:

Media & equipment disposal – what is it and how to do it in line with ISO 27001
<https://advisera.com/27001academy/blog/2015/12/07/secure-equipmentand-media-disposal-according-to-iso-27001/>

Commented [270014]: The document coding system should be in line with the organization's existing system for document coding; in case such a system is not in place, this line may be deleted.

Code:	
Version:	
Date of version:	
Created by:	
Approved by:	
Confidentiality level:	

Change history

Date	Version	Created by	Description of change
	0.1	27001Academy	Basic document outline

Table of contents

- 1. PURPOSE, SCOPE AND USERS 3
- 2. REFERENCE DOCUMENTS 3
- 3. DISPOSAL AND DESTRUCTION OF EQUIPMENT AND MEDIA 3
 - 3.1. EQUIPMENT 3
 - 3.2. MOBILE STORAGE MEDIA 3
 - 3.3. PAPER MEDIA 3
 - 3.4. ERASURE AND DESTRUCTION RECORDS; COMMISSION FOR THE DESTRUCTION OF INFORMATION 4
- 4. MANAGING RECORDS KEPT ON THE BASIS OF THIS DOCUMENT 4
- 5. VALIDITY AND DOCUMENT MANAGEMENT 4

1. Purpose, scope and users

The purpose of this document is to ensure that information stored on equipment and media is safely destroyed or erased.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e., to all the information and communication technology as well as to the documentation within the scope.

Users of this document are all employees of [organization name].

Commented [270015]: Include the name of your organization.

2. Reference documents

- ISO/IEC 27001 standard, clauses A.7.10, A.7.14, and A.8.10
- Information Security Policy
- [Information Classification Policy]
- [Inventory of assets]

Commented [27A6]: You can find a template for this document in the ISO 27001 Documentation Toolkit folder "05_General_Policies".

Commented [27A7]: You can find a template for this document in the ISO 27001 Documentation Toolkit folder "09_Annex_A_Security_Controls".

Commented [27A8]: You can find a template for this document in the ISO 27001 Documentation Toolkit folder "09_Annex_A_Security_Controls".

3. Disposal and destruction of equipment and media

All data and licensed software stored on mobile storage media (e.g., on CD, DVD, USB flash drive,

[redacted]

question about erasing /destroying data, and the asset owner must update the Inventory of Assets.

Commented [270019]:

Commented [2700110]:

3.1. Equipment

[Job title] is responsible for checking and erasing data from equipment, unless the [Information

[redacted]

Commented [2700111]: Delete this item if control A.5.9 is marked as inapplicable in the Statement of Applicability.

Commented [2700112]: Delete this section if control A.7.14 is not applicable.

Commented [2700113]: To be deleted if such a policy does not exist.

Commented [2700114]:

3.2. Mobile storage media

[redacted]

of the data, then the storage medium must be destroyed.

Commented [2700115]: This may be e.g., a hard disk from a server.

Commented [2700116]: Delete this section if control A.7.10 is not applicable.

Commented [2700117]: To be deleted if such a policy does not exist.

3.3. Paper media

[redacted]
destroyed in paper shredders.

Commented [2700118]: Delete this section if control A.8.10 is not applicable.

Commented [2700119]: To be deleted if such a policy does not exist.

Commented [2700120]: Or specify some other technology.

[organization name]

[confidentiality level]

3.4. Erasure and destruction records; commission for the destruction of information

[Redacted text]

erasure/destruction, method of erasure/destruction, person who carried out the process.

[Redacted text]

Commented [2700121]: Adapt to confidentiality levels used in the organization.

4. Managing records kept on the basis of this document

Record name	Storage location	Person responsible for storage	Controls for record protection	Retention time
[Erasure/destruction records] – in paper form	[name of filing folder/cabinet]	[job title]	The cabinet is locked, the keys are kept by [job functions]	Records are stored for a period of 5 years

Commented [2700122]: Adapt this record to match what you already have in your company. If you do not have a similar record, you can create a new one in the format that suits you best.

5. Validity and document management

This document is valid as of [date].

The owner of this document is [job title], who must check and, if necessary, update the document at least once a year.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- [Redacted text]
- [Redacted text]

[job title]

[name]

[Redacted signature line]

[signature]

Commented [2700123]: This is only a recommendation; adjust frequency as appropriate.

Commented [2700124]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.