



DATA SECURITY & DESTRUCTION - POLICIES & PROCEDURES

The following procedures are performed to ensure that customer proprietary information is completely removed from hard drives that are donated to human-I-T. This policy and procedures is in full compliance with **HIPAA & the HIGHTECH Act** among other data security standards.



TRANSPORTATION & STORAGE:

Hard drives and other storage mediums received by **human-I-T** authorized personnel are stored in a secure (locked) facility until processed.



HARD DRIVE DATA SANITIZATION:

Through a NIST 800-88 method, random data is written through the entirety of the drive destroying any recoverable data on the drive. The drive is then re-scanned to provide verification that all data has been destroyed.

The drive is erased to (NIST 800-88 4 and 800-14) specification. Our data destruction software wiping methods are compliant with the following international standards/laws: HIPAA, US Department of Defense 5220.22 M, US Army AR380-19, US Air Force 502, German VIST, Russian GOST p50739-9, Canadian OPS-II, HMG IS5 Baseline/Enhanced, Navso P-5329-26, NCSC-TG-025 & NSA 130-2, NIST 800-88



PHYSICAL DESTRUCTION:

If data destruction is unsuccessful through software methods, the hard drive is physically destroyed and recycled in an environmentally sound manner, via an R2 certified organization.

(R2) certification, which is recognized by the Environmental Protection Agency (EPA), is a set of voluntary principles and guidelines designed to promote and assess responsible, legal practices for electronics recyclers. R2:2013 Standard – establishes responsible recycling (“R2”) practices for the recycling of electronics globally. By certifying to this Standard through an accredited third party Certification Body,

All Data is Erased Including

NTFS, FAT/exFAT, HFS+ volumes from areas containing deleted and unused data	Free clusters (unused by file data sectors)
File slack space (unused bytes in the last cluster occupied by file)	Deleted MFT records on NTFS and Directory system records on FAT/exFAT

2202 S Atlantic Blvd. Commerce, CA 90040 | Phone: 1.888.268.3921 | Hours: M - F | 9AM - 5PM info@human-i-t.org