



## DATA SECURITY & SANITIZATION PROTOCOLS

Dear Sir or Madam,

I appreciate your interest in partnering with human-I-T so your electronic waste may live a second life to help those in need. human-I-T understands and accepts the responsibility to manage your sensitive data in a sound and conscientious manner. I look forward to providing these services to you so we can improve the lives of others and the environment together.

Please see the information below in regards to the processes human-I-T has in place to help keep your data safe. We currently serve banks, law offices, and hospitals nationwide for their data security needs and we hope to work with you as well.

Thank you,

A handwritten signature in black ink, appearing to read 'James Jack', with a stylized, cursive script.

James Jack

Co-Founder & Chief Innovation Officer

[James@human-I-T.org](mailto:James@human-I-T.org)



## POLICIES & PROCEDURES

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

### TRANSPORTATION & STORAGE:

Hard drives and other digital information storage mediums received by authorized human-I-T personnel are stored in a secured facility until processed.

### HARD DRIVE SANITIZATION:

Through a NIST 800-88 method, random data is written through the entirety of the hard drive destroying any recoverable data on the device. The hard drive is then re-scanned to provide a 100% verification that all customer proprietary information has been destroyed.

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

Our standard wiping method is NIST 800-88, however we have the ability to wipe with multiple methods including but not limited to: 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 our initial software data destruction methods are unsuccessful, the hard drive will be physically destroyed and recycled in an environmentally sound manner, via an R2 certified\* organization.

\*R2 certification is recognized by the Environmental Protection Agency (EPA) as a set of voluntary principles and guidelines designed to promote and assess responsible, legal practices for electronics recyclers. The 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, electronics recyclers and their clients can rely on industry-standard processes and principles.



## CHAIN OF CUSTODY:

**human-I-T Vehicle Pickups-** Each truck has four cameras each: One road-facing camera, one inside the cabin, one inside the truck box, and one rear-facing camera. The rear-facing camera is able to capture the donor's items being loaded onto the truck. The truck box camera captures the inside where the items are located. We can remotely view a live feed from any of the cameras while the truck is on.

We maintain two months of the truck footage at all times. The vehicle is equipped with a GPS monitor, so we can track the truck's location at any time, detecting any abrupt driving patterns or unauthorized routing.

**Shipped Donations-** All donations shipped via parcel or freight service have real-time tracking identification available to donors upon request.

**Prepaid Laptop Boxes-** For donations exclusively containing laptops, human-I-T can provide locked, padded laptop boxes that would allow the donor to safely and securely ship their items to us with minimal effort.

**Upon Arrival-** Items are then stored in a secure facility with advanced ADT security systems and camera. All volunteers and employees are required to pass a background check in order to access the warehouse. We are available for guided tours of our facility upon request.



## SUPPLEMENTAL DOCUMENTATION

In addition to the Certificate of Data Destruction included with every [Donation Receipt](#), we have the following additional options in regards to hard drive wiping/destruction processes and reporting. There are currently **no fees** associated with this additional layer of reporting.

**1. Certificate of Destruction Report** - Individual PDF reports are provided for each drive that we wipe with software, confirming specific details like Drive Type, Serial Number, Wiping Method, and Wiping Verification Confirmation.

- [Certificate of Destruction Example](#)

**2. Data Destruction Report**- This report is a serialized spreadsheet of all donated hard drives that have completed the data sanitization process. This report includes a spreadsheet showing the Serial Number, human-I-T Donation ID, and Date Received for each individual drive.

- [Data Destruction Report Example](#)

**3. Physical Destruction Report**- This serialized report is for donors who are requesting the physical destruction of hard drives. This report includes a spreadsheet showing the Serial Number, Destruction Method, human-I-T Donation ID, and Date Received for each individual drive.

- [Physical Destruction Report Example](#)