Media Reuse and Disposal Policy

Statement of Policy
Washington University in St. Louis (WashU) is committed to conducting all university activities in compliance with all applicable laws, regulations and university policies. WashU has adopted this policy to outline the security measures required to protect electronic information systems and related equipment from unauthorized use.

Objective
The policy and associated guidance provide requirements for reuse or disposal of WashU systems containing protected or confidential information.

Applicability
This policy is applicable to all WashU systems and network segments.

Audience
The audience for this policy is all WashU faculty, staff, and students. It also applies for all other agents of the university with access to WashU information and network for contracted services. This includes, but not limited to partners, affiliates, contractors, temporary employees, trainees, guests, and volunteers. The titles will be referred collectively hereafter as “WashU community”.

Roles & Responsibilities

Policy
Protected and confidential information is required to be permanently rendered unrecoverable from all forms of media before it is disposed or reused. This is to prevent recovery of data by unauthorized sources. Logs will be maintained and reviewed to ensure media is properly disposed or reused.

All forms of media will be secured physically while in transit to reduce the risk of unauthorized access, corruption, or misuse of the information.

The department, school, or their contracted vendors will store the all forms of media in a secure location prior to destruction. Destruction vendors must have a signed HIPAA BAA on file.
Policy Compliance
The Information Security Office (ISO) will measure the compliance to this policy through various methods, including, but not limited to - reports, internal\external audits, and feedback to the policy owner. Exceptions to the policy must be approved by the ISO in advance. Non-compliance will be addressed with management, Area Specific Compliance Office, Human Resources or the Office of Student Conduct.

Related Policies
Information Classification Policy

Reference
None

Policy Review
This policy will be reviewed at a minimum every three years.

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