

Media Handling and Disposal Standard

I. STANDARD STATEMENT

This standard, operating under University Policy 117 Information Security,

Disposal of media

- Media that has been used will be disposed of securely when no longer required or needed. Where removable media on which PII is stored is disposed of, secure disposal procedures should be used to ensure that previously stored PII will not be accessible.
- All media, as defined in this standard, must be disposed of according to the [IT Surplus Hard Drive and Data Disposal Process](#) with the exception of CD, DVD and floppy discs, which may be rendered unusable by breaking or shredding the disc without utilizing the IT disposal process.

Physical media transfer

- Media containing data will be protected against unauthorized access, misuse, or corruption during transportation.
- Any media containing sensitive data must be shipped by a tracked carrier with a recipient signature required. For encrypted data, the encryption key should only be released after the package has arrived and been signed for.
- Legal advice should be sought to ensure compliance before media containing encrypted information or cryptographic controls are moved across jurisdictional borders.

V. ENFORCEMENT

Failure to comply with this standard will increase the chance of a data breach which may result in the imposition of fines, or other significant penalties against WCU, and disciplinary action against employees.

VI. REFERENCES

International Standards Organization (ISO/IEC 27002:2022, Clause 7 Physical Controls)

45 CFR Part 164, Subpart C, Security and Privacy

[University Policy 117 Information Security](#)

[Data Handling Procedures Related to the Information Security and Privacy Governance Policy](#)

[Use of Cryptographic Controls Standard](#)
[IT Surplus Hard Drive and Data Disposal Process](#)