

Policy on Disposal of Storage Media

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Review & Approved by	Reviewed by Technology Committee & Approved by Board of Directors

1. Scope and Definitions:

1.1 Scope: This policy applies to all data storage media used within the organization, including but not limited to computer hard drives, floppy disks, CDs, DVDs, data tapes, flash drives, and memory cards.

1.2 Definitions:

1.2.1 Data Storage Media: Any device or medium that stores digital information, which can be retrieved.

1.2.2 Wiping: The process of overwriting data on a storage medium, making the previously stored data irretrievable.

1.2.3 Destruction: The physical destruction of the storage media to render it permanently unusable.

2. Procedures:

2.1 Wiping: Wiping shall be performed to ensure the effective removal of data from storage media. The following procedures apply:

2.1.1 Wiping Process: Data wiping shall be carried out using an approved wiping tool or software that meets the organization's security requirements.

2.1.2 Verification: After wiping, the storage media shall be tested to confirm that the data has been irretrievably removed.

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2.1.3 Responsibility: The IT department is responsible for performing the wiping process in a secure and controlled manner.

2.2 Destruction: Destruction of storage media shall be carried out to render the data unreadable and unrecoverable. The following procedures apply:

2.2.1 Destruction Techniques:

2.2.1.1 Hard Disk Drives, Flash Drives, Memory Cards: The storage media should be physically destroyed by employing techniques such as disintegration, incineration, pulverization, shredding, or melting. Alternatively, the recording media on hard disk platters may be scraped away using a sharp object.

2.2.1.2 CDs, DVDs, Floppy Disks, Data Tapes: These media should be shredded or broken into multiple pieces to ensure complete destruction.

2.2.2 Verification: After destruction, the remnants of the storage media shall be inspected to ensure that no recoverable data remains.

2.2.3 Responsibility: The IT department shall oversee the secure destruction of storage media and ensure compliance with the approved destruction techniques.

3. Compliance & Review:

3.1 Compliance: The IT Head is responsible for ensuring compliance with this policy. The IT department shall maintain records of storage media disposal activities to demonstrate adherence to the policy.

3.2 Review: This policy shall be reviewed regularly, and updates shall be made whenever new technological changes arise in storage media or in wiping and destruction methods. The review shall be conducted in accordance with the organization's documented management process.

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