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| Policy | Data Disposal Policy |
| Impact | Data, Technology, and IT Resources |
| Responsible Office | IT Services |
| Created | June 4, 2025 |
| Reviewed | June 23, 2025 |
| Approved by | VP for Finance and Administration |
| Version | 25.1 |

DATA DISPOSAL POLICY

PURPOSE

Shepherd University's Data Disposal Policy is intended to establish standards for electronic and physical data disposal. Proper disposal of data and data-storing systems is a critical component of the University's data security posture.

POLICY

Electronic Data

Before any system that stores restricted, confidential, or sensitive data is surplus or otherwise disposed of, the drives, media, or device must be

- sanitized of all data by IT Services, or
- physically destroyed by IT Services

Paper Records

Any paper records that may contain restricted, confidential, or sensitive data must be shredded when disposed of.

SCOPE OF AFFECTED PARTIES

This policy applies to all faculty, staff, or affiliates of Shepherd University with access to Shepherd University information assets.

ROLES & RESPONSIBILITIES

CIO/CISO – Information Privacy Officer

- Oversee and administer this policy.
- Provide authorization and direction to IT Services staff in accordance with this policy.

IT Services Staff

- With appropriate authorization, take directed action in accordance with this policy to preserve, secure, and protect the interests of Shepherd University.

RELATED

Data Classification Policy