

Data Disposal

EHAAG

The intent of this document is to implement policies and procedures to address the final disposition of sensitive information and/or the hardware or electronic media on which it is stored. This policy applies to Crook County School District #1 work force members including, but not limited to, full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information by CCSD#1. All work force members are responsible for the security of protected information.

Crook County School District #1

- will ensure that prior to re-use, physical media is securely overwritten
- will ensure that prior to disposal, data will either be securely overwritten or physically destroyed
- will ensure all labels have been removed from data to be disposed.

The superintendent will be responsible for ensuring the implementation of the requirements of this policy. Failure to comply with this or any other security policy will result in disciplinary actions as per the policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).

Adopted: October 17, 2016