

Policy Title: Media Sanitation and Disposal

Impact: Employees, Students, Affiliates

Responsibility: Chief Information Officer

Effective Date: 04/16/2018

Revised Date:

Reviewed Date:

Relates to Procedure(s): 3.08.06

Legal Citation(s):

I. Policy Narrative:

To prevent unauthorized disclosure of North Idaho College (NIC) data, media containing institutional data leaving the control of the responsible department/division and destined for reuse or disposal must have all NIC data purged in a manner that renders the data unusable or unrecoverable.

II. Definitions

“Institutional Data” refers to any type of information that is processed, created, collected, transferred, recorded, or stored by NIC to conduct NIC business.

“Media” defines any physical or virtual medium that stores data in either a physical or digital manner.

“Media Sanitation” is the process in which data is rendered unusable or unrecoverable on different types of media.