

TRIPLE ADVANCED INVESTMENTS 51 (PTY) LTD

2010/018513/07

Document and Media Disposal and Destruction Policy

1. VERSION

Version 1 – 17 June 2021

2. PURPOSE

The purpose of this document is to ensure that:

Information contained in documents or stored on equipment and data media is safely destroyed or erased when required.

3. RELATED DOCUMENTS

Related Documents:

- Ex: 1 Information Security Policy
- Ex2: Information Protection Policy
- Ex3: Information Classification and Handling Policy

4. DISPOSAL AND DESTRUCTION OF DOCUMENTS

Employees of the organisation who comes into possession of documents:

- containing information classified as Internal Information are responsible for destroying such documents, when no longer required, by placing the documents in the designated sealed paper waste bins provided.
- containing information classified as Restricted or Confidential information are responsible for destroying such documents, when no longer required, by shredding the documents.

5. DISPOSAL AND DESTRUCTION OF ELECTRONIC /DIGITAL INFORMATION

All information and licensed software stored on mobile storage media (e.g. on CD, DVD, USB flash drive, memory card, etc.) and on all equipment containing storage media (e.g. computers, mobile phones, etc.) must be erased when no longer required and/or before the storage media is disposed of.

Delete, Remove, and Format operating system commands are not acceptable methods of destroying information stored on such media. Information must be erased in accordance with best practice and as prescribed by the Chief Information officer from time to time.

Disconnecting or clipping of wires to a drive are not acceptable methods for destruction of storage media. The medium must be destroyed by properly destroying the drives.

6. **NON-COMPLIANCE**

Any non-compliance of this policy by employees will be handled through a disciplinary process by the Human Resources Function in line with the disciplinary code.



G.L. Esterhuizen
Information Officer