Computing and Storage Device Disposition Policy

Section: 60.1

Section Title: General IT Guidelines

Approval Authority: Board of Trustees

Responsible Executive: Executive Vice President

Responsible Office: Office of Information Technology

Originally Issued: N/A

Revisions: 5/22/2015

Policy Summary: High Point University systems contain information that is sensitive and valuable, including: Personally Identifiable Information (PII); financial data; academic records; and other sensitive information. Some of this information is protected by local, state and federal laws or contractual agreements that prohibit unauthorized access, use or disclosure. This policy identifies the appropriate steps that must be taken when disposing of University owned computing equipment that has been used to store or transmit University data to ensure that sensitive information does not remain accessible to a new owner.

Reason for Policy: To ensure that University computing equipment containing sensitive or valuable information is disposed of properly.

Related Documents:

- N/A

Policy:

Purpose

High Point University systems contain information that is sensitive and valuable, including: Personally Identifiable Information (PII); financial data; academic records; and other sensitive information. Some of this information is protected by local, state and federal laws or contractual agreements that prohibit unauthorized access, use or disclosure. This policy identifies the appropriate steps that must be taken when disposing of University owned computing equipment that has been used to store or transmit University data to ensure that sensitive information does not remain accessible to a new owner. This includes but is not limited to: desktop workstations; laptops; printers; servers; switches; tablets; phones; and external storage media.

Equipment Not in Use

Any computing equipment that is no longer in use by the individual or department it has been issued to should be reported to the Office of Information Technology Help Desk so that it can be

collected and reallocated for other University purposes, prepared for donation, sold, or destroyed.

Reallocation

University equipment is procured using University funds regardless of the originating budget. Equipment that the University may have a use for in another area will be reallocated by the Office of Information Technology, exercising reasonable judgment as to fitness for use, so as to maximize the return on all University investments.

Donations

As part of the University's commitment to partnering with the local community the Office of Information Technology maintains a list of not for profit organizations that from time to time may request donations. Computing and storage equipment may be donated for such purposes if the equipment was not used to store or transmit Internal, Departmental or Confidential information as classified in the "High Point University Information Security Policy". In general terms, this means that equipment used in Classrooms, Labs, the Library, Kiosks, Signage and other general use applications may be donated. In most cases equipment that was issued to faculty or staff will be excluded from being donated.

Before any equipment can be donated, the following steps must be taken by the Office of Information Technology, or an approved third party, that will provide certification that the steps were followed:

- All drives/disks must be reformatted.
- All University licensed software must be removed. Only software that is licensed to the equipment that can legally be transferred can be reinstalled.

Sales/Trades

The Office of Information Technology may sell and/or trade-in University equipment that is no longer needed or fit for University use. All computing and storage equipment to be sold or traded-in must be inventoried and where reasonably possible should be submitted for at least two (2) competitive bids. The bids must include provisions requiring the buyer to provide the University with drive/disk wipe certifications for any/all equipment conveyed.

Equipment cannot be sold to University employees. At the discretion of the University President or Executive Vice President, equipment may be conveyed to a current or former employee once the Office of Information Technology has verified that sensitive information has been removed.

Destruction

Equipment that is not reallocated, donated, sold, or traded-in will be destroyed and disposed of in a manner consistent with local, state and federal laws.