



# ***Media Disposal Policy***

***Version 2.6***

## Document version control page

### Prepared By

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### Reviewed and Approved By

Version	Date	Reviewed by	Approved By	Owner
1.0	12/06/08	Mr. Madhavaswamy	Mr. R.Kumar	ISM
1.1	22/08/08	Mr. Madhavaswamy	Mr. R.Kumar	ISM
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2.3	10/07/2019	HR Director	Mr. R. Kumar	ISH
2.4	09/11/2020	HR Director	Mr. R. Kumar	ISH
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## 1. PURPOSE

The purpose of this Policy is to sets out how Information Media should be disposed once no longer required. The term "Information Media" cover the following:

- Paper documented information's
- Compact disks (CD's) and Digital Versatile Disks (DVD's)
- Tape Cartridge

## 2. SCOPE

This policy applies to employees, contractors, consultants, temporaries, and other workers at AEL Data, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by AEL Data.

## 3. ROLES AND RESPONSIBILITIES

All users of AEL Data having any Information Media of the Organisation must adhere to this policy.

## 4. REFERENCE

### 4.1. Paper documented information's

Paper documented information's are to be disposed of in accordance with the retention and destruction schedule contained in the Data Retention Policy of AEL Data. Staff must ensure that confidential paper documented information's are disposed of using the shredder.

#### **4.2. Compact Disks and Digital Versatile Disks**

These should be sent to the IT department for destruction.  
These disks will then be made unreadable and disposed of by a member of the IT department under guidance laid down by the IT & IS Head.

#### **4.3. Tape Cartridge**

These should be either recycled by sending to the IT department for thorough erasing or destroyed by once again sending to the IT department.  
These disks will then be made unreadable and disposed of by a member of the IT department under guidance laid down by the IT & IS Head.

### **5. COMPLIANCE**

- 5.1. Audits will be performed on a regular basis by authorized organizations/designated officers of AEL Data.
- 5.2. Audits will be managed in accordance with the Information Security Audit Procedure.
- 5.3. Every effort will be made to prevent audits from causing operational failures or disruptions.

### **6. EXCLUSIONS**

There are no exclusions to the above guidelines.

### **7. ENFORCEMENT**

Any employee found to have violated this policy may be subject to disciplinary action as per HR & Admin Procedure.