

# Byteback Computer Recycling

## Certified Data Removal Policy

- Certified data removal will only be performed if requested prior to or at the point of collection.
- The protection and destruction of all computer data will be the sole responsibility of Byteback Computer Recycling upon the completion and signing of the Duty of Care documents issued.
- We require an authorised member of staff representing the current owner of the data to be present at the exchange.
- Data removal will be completed by Byteback Computer Recycling and certified as removed by either Mr. Andrew Town or Mr. Nathon Hawke.
- All data is removed wherever possible through software means using DBAN (<http://dban.sourceforge.net>) using a minimum of a seven pass data wipe setting to the standards described by American DoD 5220-22.M Standard Wipe.
- A hard drive that is determined by DBAN as faulty, or one containing data that cannot be removed through software means will be physically destroyed, (A nominal charge of £3 per hard drive is levied for this service).
- Data removal charge is determined by the size of the hard drive as outlined in our 'costs of services'.
- If a machine requested for data removal does not contain a hard drive, a nominal charge of £3 will be levied.
- A certificate of data removal will be issued. This will describe:-
  1. The computer asset number or computer model if no asset number is present
  2. Hard drive manufacturer, model and serial number where present
  3. Hard drive size as recorded by DBAN
  4. Date of removal
  5. Method of removal (whether software method or physical method)
- If the data removal is not completed within 14 days of collection, we will contact the original data owner and advise when the data removal will be completed.