

UW-Madison
Media and Device Disposal and Reuse Policy

Policy

UW-Madison employees and contractors who are in possession of sensitive information must follow the currently established procedures to assure that media or devices that may contain sensitive information are adequately obscured, erased, destroyed or otherwise rendered unusable before disposal or reuse for another purpose. This includes electronic media and devices of all types as well as paper and other non-electronic media.

Background

Unauthorized access to sensitive information can have significant detrimental effects on individuals or the institution. There are laws, regulations and contracts that require the university to protect certain types of information from unauthorized access.

When media or devices are disposed of or reused for a different purpose, unobscured sensitive information that is present is vulnerable to access by unauthorized persons.

Authority

This policy is issued by the UW-Madison CIO and Vice Provost for Information Technology.

Enforcement

Failure to comply may result in disciplinary action up to and including termination of employment, or action under the terms of the contract up to and including termination of the contract.

Related Documents

The glossary is an extension of the policy.

See: <https://wiki.doit.wisc.edu/confluence/display/POLICY/Glossary>

Definition of Sensitive Information:

See: <https://wiki.doit.wisc.edu/confluence/display/POLICY/Sensitive+Info>

Contact

Please direct questions about this policy to policy@cio.wisc.edu.

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