Contoso LTD

IT Asset Recycling Report

1st June 2019

Chaps IT Recycling

info@chapsitrecycling.co.uk

Chaps IT Recycling

IT Asset Retirement Process

Once collected, all items will be processed as per the service agreement which was provided at the time of collection / initial contact.

Data Sanitization / destroy will be carried out on all data media. Unless instructed the following methods will be used:

Faulty 2.5 / 3.5 / SSD HDD: Physically Destroyed via high speed abrading
Functioning Hard Disk: 3 Pass US DoD 5220.22-M Secure Erase
Functioning SSD/M2:   2 Pass Random Pattern Secure Erase

More information about the above methods can be found in the Service agreement.

Page 3 Contains the Asset recycling report. Each asset which was collected will be broken down into the following sections

- **Category –** PC, Laptop, Keyboard
- **Manufacturer -** HP, Lenovo, Apple
- **Serial Number**
- **Client Reference –** When available
- **CITR Reference –** Our Reference
- **Method of Data Sanitation**

Page 4 Contains a certificate of secure data destruction, this will correspond with the Asset recycling report on page 3.

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IT Asset Recycling Report					
Asset Report Reference	158956				
Business Name	Contoso LTD				
Collection Date / Time	1/06/2019 12:00PM				
Date of Secure Data Destruction	01/06/2019				
Category	Manufacturer	Serial Number	Client Reference	Our Reference	Method of Data Destruction
Desktop PC	Dell	Z1234567	A1234	B1234	**A** Physical Destruction
Windows Laptop	Sony Vaio	Z2345678	A2345	B2345	**A** Physical Destruction
Macbook Pro	Apple	Z3456789	A3456	B3456	**B** DOD 5220-22 M (3 Pass)
iMac	Apple	Z3456790	A3457	B3457	**B** DOD 5220-22 M (3 Pass)
Physical Media (Single Hard drive)	Seagate	Z3456791	A3458	B3458	**A** Physical Destruction
iPhone 5	Apple	Z3456792	A3459	B3459	Dissasembly and Destroy
Dell Server	Dell	Z3456793	A3460	B3460	**A** Physical Destruction
Samsung EVO 840 SSD	Samsung	Z1928494	A3461	B3461	**C**
48U Cabinet	x	x	A3462	B3462	N/A
3CX Desk phone	3CX	Z3456796	A3463	B3463	N/A
Netgear 48 Port Switch	Netgear	Z3456798	A3464	B3464	N/A

Confirmation Statement

Chaps IT Recycling hereby confirm that the list above relates to the IT assets that was collected from the Customer

All Data has been destoyed as per the service agreement provided to the customer at initial contact complying with the

1998 Data Protection act & the 2018 GDPR. The method in which the data has been sanitised is listed above.

No confidential data is retained or can be recovered from any of the above items which have been collected from the Customer.

Engineer Name				
Date				
Signed				

Chaps IT Recycling

Certificate of Data Destruction

This certifies that Chaps IT Recycling, received IT assets from the company/organisation listed below. All collected equipment is now property of Chaps IT Recycling. Chaps IT Recycling's Professional liability insurance covers losses and damage caused by data theft or loss of data from any of the received hard drives and digital media storage media. Chaps IT Recycling has carried out the following Procedures to ensure that customer proprietary information has been destroyed from any hard drives or data media that have been collected by Chaps IT Recycling.
An asset report has been generated explaining the exact procedure of which the data has been removed for each collected asset, the asset report reference is listed below.

Transportation and Storage Security

All equipment listed in the Asset report was received by Chaps IT Recycling's authorised personnel, this was then transported back to our secure monitored and locked facility. This facility is monitored by CCTV Cameras and a comprehensive alarm system.

Data Destruction Procedure

1. Secure Storage
All collected IT equipment was stored in a secure locked and monitored storage facility until the hard drive data was destroyed as per Chaps IT Recycling's service agreement.

2. A Chaps IT recycling employee destroyed data on all hard drives received according to the following procedure(s)

   A. **Physical Destroy**: 3.5 & 2.5 Hard drives were disassembled and placed into a dedicated rig which is used to abrading both sides of the disk platter while the disk is spinning in excess of 6,000 RPM. Resulting and data on the platter being destroyed. SSDs & M2 Drives were physically drilled on each chip. Other data media was drilled accordingly to preclude data recovery.
   B. **3-Pass DoD 5220.22-M Wipe:** Software was used on the hard drives to overwrite all addressable storage and indexing locations on the drive three times with zeros (ox00), Compliment 0xFF and random Characters and then verified. If software wipe was not successful "procedure A" was implemented.
   C. **2-Pass Random Flash Wipe:** Software was used on flash storage (SSD's & M2 Drives) implementing a 2-pass random pattern secure erase. If software wipe was not successful "procedure A" implemented.

Company Information

Company Name: Contoso LTD
Asset Report Ref: 158956
Company Contact: Sophie Bolton

Please contact us, info@chapsitrecycling.co.uk or (0114) 489 8371 if you have any queries.

Date: 01/06/2019

John Stallman | Chaps IT Recycling