

## of Protection for Hard Drive Destruction



1 Process



2 Physical Security



3 Personnel

The only 100% guaranteed method of destroying a hard drive & the sensitive data it contains, is to maintain an unbreakable chain of custody using our methodology of Process, Physical Security, & Personnel.

At Recycle San Diego, our Hard Drive Destruction (HDD) service has been specifically designed to address the electronic data destruction requirements of both personal & commercial enterprises. Our procedures satisfy the data destruction & environmental compliance reporting requirements of your IT, Legal, Records Management, & Regulatory Compliance departments. We comply with the recommendations for HDD provided by the National Institute of Standards & Technology (NIST). These processes ensure that all data is completely destroyed & the HIPPA & HITECH requirements pertaining to Electronic Health Records (EHR) are met.

1 **Process** ~ Recycle San Diego's HDD process ensures your hard drives & the data they contain are permanently & securely destroyed. NO useful data can be extracted from the fragments remaining after the shredding process. These are the steps we take:

- ▶ Onsite scanner records each hard drive's serial number
- ▶ Onsite onboard computer creates a manifest log of all hard drives recorded
- ▶ If desired, customers can actually view the HDD onsite (or upon request, a videotape of the HDD can be provided)
- ▶ Finally, for record-keeping a Certificate of Assured Destruction (COAD) listing the serial numbers of all the hard drives will be emailed to each customer

2 **Physical Security** ~ The HDD building & the shredding cage are both locked 24 hours a day & only authorized employees have access via electronic key fobs. A 7 camera closed circuit surveillance system also monitors & records all activities both inside & outside of the shredding facility.

3 **Personnel** ~ Only authorized Recycle San Diego employees who have passed thorough background checks including past employment history verification, a criminal record search, & undergo ongoing drug screenings perform the actual HDD.



858.569.1807

www.RecycleSanDiego.org

Peace of Mind  
**Guaranteed!**