

COMPLYING WITH DATA PROTECTION LEGISLATION IN IT DISPOSAL

Any organisation that processes personal data it is classed as a 'Data Controller' and must act in accordance with the Data Protection Act 1998.

Processing includes every aspect of:

- Data Collection
- Data Storage
- Data Use
- Data Destruction



DEFINITION OF A "DATA BREACH"



'a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed'

DATA PROTECTION ACT 1998



- Data Controller retains liability for protecting data even when passed to a third party data processor e.g. IT Asset Disposal Company
- Any data breach as a result of the IT Asset Disposal process is the Data Controllers responsibility and the Data Controller will be investigated and fined by the ICO.
- Obligation to use 'appropriate and technical organisational measures' to protect personal information.
- The ICO recognise IT Asset Disposal as a major area of weakness and have published guidance

ICO GUIDANCE

Create an IT Asset Disposal Strategy



Assign an Asset Disposal Champion



Select an IT Asset Disposal Company that can demonstrate its ability to ensure security

Regularly audit their services



Draw up a contract with the Disposal Company that defines obligations



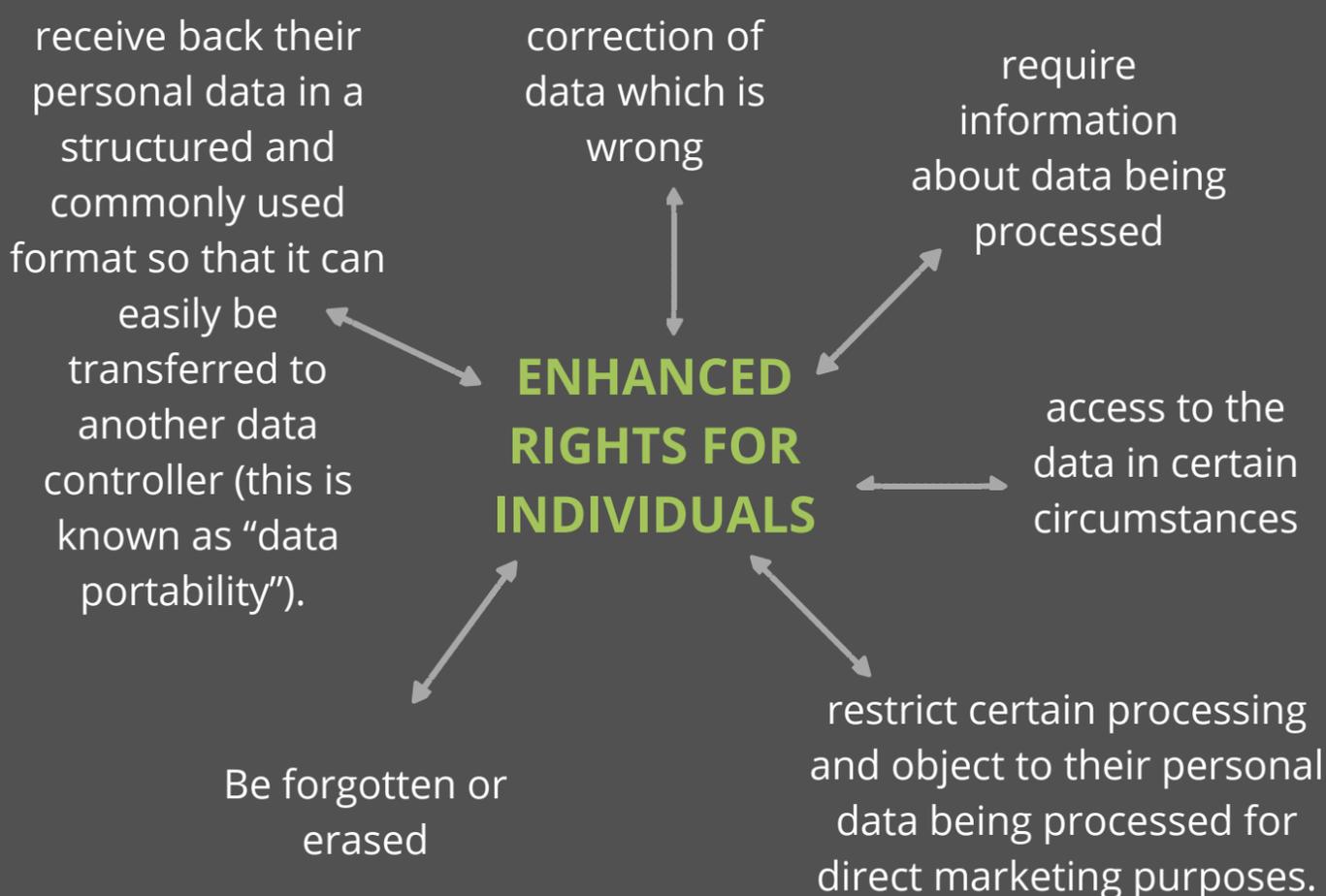
Sources:

https://ico.org.uk/media/for-organisations/documents/1570/it_asset_disposal_for_organisations.pdf

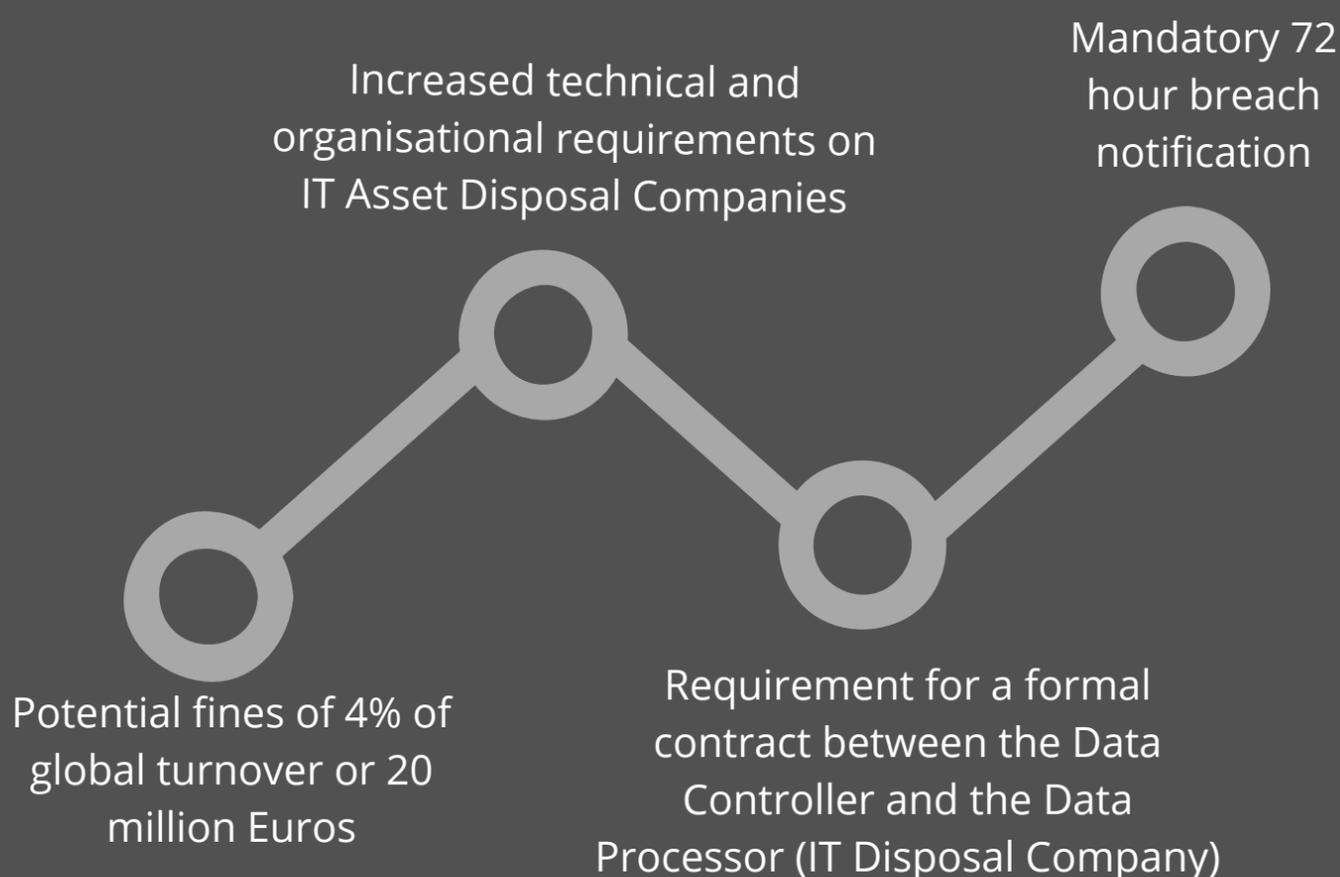
NEW EU DATA PROTECTION LEGISLATION



- The EU General Data Protection Regulation passed into European law in May 2016
- Member states have 2 years to enshrine into their national law
- The new legislation mainly protects the individual however there are a few changes that impact IT disposal



CHANGES THAT IMPACT IT DISPOSAL



TECHNICAL AND ORGANISATIONAL REQUIREMENTS- DATA PROCESSOR



- Provide specific guarantees in terms of expert knowledge and ability to deliver service
- Adhere to an approved certification mechanism
- Evaluate the risks inherent in the process and implement measures to mitigate
- Not engage a further processor without written permission of the Data Controller
- Regularly test, assess and evaluate the effectiveness of the technical and organisational measures to protect security

HOW RE-TEK ENSURES THAT YOU MEET THESE REGULATIONS...



- As the law stands, you, the data controller, hold sole responsibility to protect data even when it is passed to an IT disposal company (the data processor)
- The changes to the law mean that we, the data processor, now hold an aspect of liability
- At Re-Tek, we operate to a high security standard so that you don't need to worry when you pass your data on to us



- Re-Tek are one of the most highly accredited and licensed IT Disposal companies in the UK.



- Re-Tek are accredited with the ISO Standard on Information Security, ISO27001, which covers Network Security, Access Security and Risk Management.



- Re-Tek have been consistently certified with a 'Distinction' pass against the 'ADISA' security standard since our first audit, one of the highest achievement levels available. ADISA is a standard developed specifically for the IT disposal market.



- All of Re-Tek's staff including Engineers, Production Operatives and Account Managers are vetted.



- For logistics, Re-Tek only use vetted drivers, hard sided vehicles that have immobilisers and GPS tracking, and customers sign and receive a Secure Waste Transfer Form that records details of the equipment collected.



- Re-Tek only use Government approved, Blancco Data Erasure software that is guaranteed to render all data totally unrecoverable.



- Re-Tek provides a full suite of reports as part of the standard service we provide. Re-Tek provide a full summary asset report which details all of the assets collected. For data bearing items, a data destruction certificate, which is generated by our Blancco software, is also provided.

So, if you have any upcoming refresh projects, give us a call on [0845 206 8100](tel:08452068100) or drop us an email at enquiries@re-tek.co.uk for a no obligation quote.

