

TABLE FOR MEDIA AND DISPOSAL METHODS FOR HANDLING CONFIDENTIAL INFORMATION

Confidential Information	
Laptops*	Deletion
USB flash drives (USB keys, memory sticks, jump drives or thumb drives)	Deletion
Portable external hard drives	Deletion
Tablets* (iPads, Galaxy Tabs)	Deletion
Mobile phones* (including smartphones such as iPhone, BlackBerry)	Deletion
MP3 players (iPod)	Deletion
Electronic pen (E-pen)	Deletion
Tapes	Overwriting
CDs and DVDs	Physical destruction
Memory cards (e.g.: SD cards, MMC cards, Mini SD cards, CF cards)	Deletion
PDA* (e.g.: Palm Pilot)	Deletion

*These devices may contain a memory card which requires disposal according to the directions for Memory Cards.

Type of Method	Definition
Deletion	This method involves manually deleting all confidential information on the device, and/or performing a reset of the device back to default manufacturer's settings.
Overwriting	This method involves a process of overwriting patterns of information across the entire media to ensure that confidential information on it has been replaced with new, meaningless information.
Physical Destruction**	This method involves a manual process of destroying the media. This includes breaking the media into small pieces; or application of corrosive agents to the media.

** Note: When using this method, it is essential that any Occupational Health and Safety measures are followed.