

Disposal of IT Related Assets

Version	Approval Date	Owner
1.0	October 7, 2021	Chief Information Security Officer

1. Purpose of Procedure

The purpose of this procedure is to ensure that the HealthShare Exchange (HSX) properly disposes IT related assets at end of lifecycle.

2. Procedure Scope

The scope of this procedure covers the disposal of HSX laptops.

3. Procedure

1. Secure laptop from employee after employee logs out of iCloud and removes any personal data from device
2. Logon using administrator account
3. Ensure employee has logged out of iCloud
4. Backup any employee work files to OneDrive
5. Remove all users except administrator
6. Reboot laptop into recovery mode
7. Erase hard drive
8. Power laptop down
9. Remove hard drive
10. Physically destroy and dispose of hard drive
11. Take picture of destroyed hard drive and include as evidence with the certificate of destruction
12. Take remaining components to Apple for further destruction and recycling
13. Receive certificate of destruction from Apple indicating serial number
14. Update HSX hardware inventory to indicate destruction and date.

15. References

Regulatory References:

- HITRUST References: 0702.07a1 CSF Control

Responsible Owner:	Technical Operations	Contact: email	Brian.Wells@healthshareexchange.org
Approved By:	Brian Wells	Version #	1.1
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Related Documents:	Glossary		