



Data Destruction Policy

This document provides information on the techniques and procedures regarding data destruction involved in the data destruction processes at DWC. No data is ever read in any of the activities undertaken at DWC.

The following procedure outlines the policy of data destruction at DWC:

1. Customer sends the drive(s) to DWC, identifying the media as sensitive assets requiring data destruction.
2. Upon receipt, the drives are inventoried and placed into a secure area staged for data destruction.
3. Functioning hard drives are tested on custom test software. This utility writes multiple data patterns covering the entire data surfaces therefore destroying all data. This is done on a block by block basis and covers all of the full area of the disk.
4. A drive deemed faulty or inoperable is physically destroyed in a shredder device.
5. All data destruction will be recorded by DWC.
6. DWC will issue a certificate once the data has been destroyed.

It is our policy to meet the specific requirements of our clients if possible and ensure the security of their proprietary information. Should your company require added or other procedures than outlined on this document, we'll be glad to tailor our process to accommodate.