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Information technology — Destruction of data carriers —

Part 3: Process of destruction of data carriers

Technologies de l'information — Destruction de véhicules de données —

Partie 3: Processus de destruction des supports de données

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Foreword

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A list of all parts in the ISO/IEC 21964 series can be found on the ISO website.

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Introduction

Everybody, who processes confidential, personal and/or sensitive data, for themselves or on behalf of others, is obliged to ensure an adequate and secure disposal and destruction of data carrier.

Secure destruction means in this regard, that the data carriers, on which the information in need of protection is represented, are destroyed in a way, that the reproduction of the represented information are either impossible or most widely aggravated (ISO/IEC 21964-1 and ISO/IEC 21964-2).

Not just the secure destruction itself should be noted, but also the whole process from the point of origin through to the environmentally friendly recycling/disposal in accordance with laws and regulations currently in force.

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Information technology — Destruction of data carriers —

Part 3:
Process of destruction of data carriers

1 Scope

This standard defines the requirements for the process of destruction of data carriers and is applicable for the responsible authority and for all parties who are involved in the destruction process.

2 Normative references

The following quoted documents are required for the application of this document. For dated references only the referred version is valid. For undated references, the last issued version is valid (including all changes).

ISO/IEC 21964-1, *Information Technology — Destruction of data carriers — Part 1: Principles and Definitions*

ISO/IEC 21964-2, *Information Technology — Destruction of data carriers — Part 2: Requirements for equipment for destruction of data carriers*

3 Processing

3.1 General

The destruction of data carriers has to be understood as a process, in which every single process step has to be examined and designed to be secure. The responsible authority is responsible for the whole process (internal and/or external) up to the final destruction of the data carrier. The process of data carrier destruction ends as soon as the agreed security level is reached.

Usually the process involves different parties from the collection point to the environmentally friendly destruction. If service providers are involved in the process, the delimitation of responsibilities between the data controller and the service provider has to be agreed clearly. Due to legal provisions there are mainly technical and organizational measures to be taken for this process.

The depiction in Figure 1 shows the varieties of the process contained in this standard including the related process steps.

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