

Decommissioning of Hardware and Data Systems

CARF: 1.J.3.d.(4)

POLICY

It is Brightlife Enhancement Services policy that when hardware or data systems are decommissioned that all necessary steps will be taken to protect company data from unauthorized disclosure and data breaches.

PROCEDURE

Decommissioning responsibilities

Decommissioning of hardware (whether due to obsolescence, failure, or another reason) will be the jurisdiction of the IT Contractor, which will work with any related owners/stakeholders (e.g., finance, if this involves an accounting system or HR if it is a payroll server).

Determining whether and how to decommission hardware

Sometimes the decision behind whether to decommission hardware is easy—but in other cases it can be harder to find the right answer. When in doubt, the decision should be based on the following questions:

- Is the device no longer needed?
- Is the device performing poorly and/or causing outages or service disruptions?
- Can the device be repaired/upgraded to perform more reliably?
- Is the device outdated and no longer the best choice for use?
- Is the device redundant and superseded by another one?
- What services will be affected by the removal of this device? Can they or have they been reallocated or replaced elsewhere?
- Can the device be used elsewhere (e.g., a training room or practice system)?

Working with these answers, the IT Contractor can proceed to repurpose, donate, give away, or have the device sold, recycled or destroyed. The choice made here will depend on the device, the staff involved, and security policies and procedures, so this will vary by case as well as by company needs. The IT Contractor will ensure that appropriate steps are taken to protect the organization, its data, and its assets.

When decommissioning or repurposing hardware the IT Contractor will follow procedures as outlined in: NIST SP 800-88 Rev. 1, Guidelines for Media Sanitization. A permanent record will be kept of all hardware and data systems that are decommissioned.

Reference: NIST.SP.800-88 Rev 1 Guidelines for Media Sanitization