MRM

<u>Personal information and Data Recommendations</u>

You may wish to remove personal information and data from devices prior to recycling.

This would include data on hard drives, cell phones (especially smart phones), network equipment such as firewalls, routers and switches, USB Travel Drives, and Printers.

Below are methods for wiping data before recycling:

<u>Hard Drives</u>:
Minimum 3 Pass Overwrite of the entire drive using a data security program.

<u>Cell Phones:</u>
Delete phone numbers in contacts lists, erase pictures, videos, and other multimedia, delete your text messages from the inbox, sent and draft folders, as well as your recent call lists. For Smart Phones most models have a reset option, this will effectively remove all personal information and data. Instructions for accessing this option are usually included in the smart phones manuals, or on the manufactures websites.

<u>Network Equipment:</u>
Most network equipment has a factory reset button on them or an option within their configuration menus to reset the device to the original factory settings. It is highly recommended that you reset the equipment to the original factory settings to remove any personal information or data that may be stored in the unit.

<u>USB Travel Drives:</u>
Delete all files on the travel drive. Additionally overwriting the unit is also recommended. Many data security programs designed for hard drives can also overwrite this type of media.

<u>Printers:</u>
Some printers contain hard drives that retain the records of documents that are printed, scanned or faxed from the units. Additionally most all-in-one printers will retain information such as fax logs that contain records of faxes and the phone numbers they were sent to.
It is highly recommended that prior to turning off the unit; you delete the logs from your printer. This can usually be done through the printer menu and instructions for this are available in most user manuals or from the manufacturer's website. It is also recommend that after unplugging the printer from the network or computer that you power the unit on and then back off again. This will usually clear the printer's memory.
Of special note on printers, check the printer paper trays, some people will reuse paper that already has printing on one side. Data and personal information may be contained on paper that is reused in this manner. Remove any paper that may have data on it from the printer trays.