



Protected-Sensitive Data Disposal Policy

Policy Title:

Protected-Sensitive Data Disposal Policy

Responsible Executive(s):

Jim Pardonek, Associate Director and Chief Information Security Officer

Responsible Office(s):

University Information Security Officer

Contact(s):

If you have questions about this policy, please contact the University Information Security Office.



I. Policy Statement

This policy covers disposal of all Loyola Protected data and all Loyola Sensitive data, regardless of the storage medium. This policy provides departments and users with the standards for disposing of Loyola Protected data and options for disposing of Loyola Sensitive data.

II. Definitions

Not applicable.

III. Policy

Loyola Protected data paper documents

All Loyola Protected data that exists in paper document form must be disposed of by shredding. All documents should be dropped off in designated containers that will be shredded by a licensed and bonded document destruction company. If a department does not have access to designated shredding containers, the department head or their designee shall contact Purchasing to arrange for shredding services or to purchase an individual shredder that meets or exceeds the Shredder Standards set in the appendix.

Loyola Sensitive data paper documents

The method of disposal for Loyola Sensitive data that exists in paper document form is left up to the department that produced those documents. They can either opt either to use the shredding option that is used in the department for Loyola Protected data in paper document form, or they can choose to take no additional steps in disposing of the documents, disposing of them the same way they dispose of Loyola Public data that



exists in paper document form.

Loyola Protected data electronic documents

All media containing Loyola Protected data in electronic document form should be sent to the ITS Information Security team for secure deletion. The ITS Information Security team will delete the Loyola Protected data from the media in accordance with current ITS Secure Deletion procedure. Any media which cannot be processed according to this standard will be destroyed by the ITS Information Security team.

Loyola Sensitive data electronic documents

The method of disposal for Loyola Sensitive data in electronic document form is left up to the department that produced those documents. They can either opt to use the secure deletion option that is used for Loyola Protected electronic documents, or they can choose to dispose of them through the same method used by the department to dispose of Loyola Public data in electronic document form.

Loyola Protected data documents taken outside of Loyola

Any paper or electronic documents containing Loyola Protected data taken outside of Loyola by employees, student workers, consultants or agents of Loyola University Chicago must be returned to Loyola for proper disposal as outlined above. Any paper or electronic documents containing Loyola Protected data that are taken outside of Loyola by parties who are contractually bound to handle data produced by Loyola must dispose of paper documents through a bonded and licensed document destruction company, electronic documents through a method that meets or exceeds the standards in the Loyola Secure Deletion standards, or return the documents to Loyola for proper destruction as outlined above

Loyola Sensitive data documents taken outside of Loyola

Any paper or electronic documents containing Loyola Sensitive data that are taken outside of Loyola by employees, student workers, consultants or agents of Loyola University Chicago should be disposed of in a manner consistent with the originating department's method of disposing of paper documents containing Loyola Sensitive data or returned to the department for proper disposal. Any paper or electronic documents containing Loyola Sensitive data that are taken outside of Loyola by parties who are contractually bound to handle data produced by Loyola must dispose of paper documents through a bonded and licensed document destruction company, electronic documents through a method that meets or exceeds the standards in the Loyola Secure Deletion standards, or return the documents to Loyola for proper destruction as outlined above.

IV. Related Documents and Forms



Not applicable.

V. Roles and Responsibilities

Jim Pardonek, Associate Director and Chief Information Security Officer	Enforcing the Policy at the University by setting the necessary requirements.
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VI. Related Policies

Please see below for additional related policies:

- Security Policy

Approval Authority:	ITESC	Approval Date:	March 4 th , 2008
Review Authority:	Jim Pardonek	Review Date:	March 7 th , 2024
Responsible Office:	UIISO	Contact:	datasecurity@luc.edu