Media Disposal Policy

Version 2 - Approved by Tahmid Awal

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1. Objective

Secure disposal of electronic and physical media adds a layer of protection to prevent critical data from being exposed to unauthorized individuals. This policy aims to mitigate the risk of unauthorized data recovery. It demonstrates to customers, PlanSyncAI staff, and other partners that PlanSyncAI protects their data even after it has fulfilled its purpose.

2. Scope

This policy applies to all PlanSyncAI issued devices or equipment that process, store, transmit, or serve as an access point for any critical data. Specifically, it applies to company-issued laptops/workstations that are being permanently decommissioned.

3. Policy Statement

To securely dispose of company-issued laptops/workstations, the following steps can be followed:

- Encrypt the entire hard disk using a robust algorithm and a lengthy password.
- Securely delete all information by using software solutions.
- Physically destroy the device through methods such as incineration or shredding.
- It is recommended to use all three methods for extremely critical and sensitive data.
- For data with lower levels of criticality, one of these methods is sufficient.

4. Document Security Classification

Company Internal (please refer to the Data Classification policy for more details).

5. Non-Compliance

Compliance with this policy shall be verified through various methods, including, but not limited to, automated reporting, audits, and feedback to the policy owner. Any staff member found to be in violation of this policy may be subject to disciplinary action, which may include termination of employment or contractual agreement. The disciplinary action shall depend on the extent, intent, and repercussions of the specific violation.

6. Responsibilities

The Information Security Officer is responsible for approving and reviewing policy and related procedures. Supporting functions, departments, and staff members shall be responsible for implementing the relevant sections of the policy in their area of operation.

7. Schedule

This document shall be reviewed annually and whenever significant changes occur within the organization.

End of Media Disposal Policy. For version history, please see the next page.

Version History

Version		Log	Date
2	Current	Policy version reviewed by Cameron Abernethy	04 Aug, 2026
2		Policy version reviewed by Cameron Abernethy	02 Jul, 2025
2		Policy version approved by Tahmid Awal	01 Jul, 2025
2		New policy version created	30 Jun, 2025
1		Policy version approved by Tahmid Awal	23 Jun, 2025
1		New policy version created	23 Jun, 2025