

Device & Media Control Policy

Applies To:	All	Policy Number:	ITS-0048
Issued By:	AVP for IT	Policy Version Number:	1.0
Date Issued:	July 1, 2021	Last Review Date:	July 1, 2021
		Last Revised Date:	July 1, 2021

Organizational Details

The University of Detroit Mercy recognizes that electronic equipment and storage media devices allow for potential disclosure when in the process of being moved, decommissioned, or destroyed. This Policy describes how the University handles disposition of ePHI, removal of ePHI from electronic storage media devices prior to re-use and tracking of devices in transit and staging for re-use or destruction.

Policy

All Data maintained on any Storage Media Device will be disposed of in accordance with industry standards by the ITS Department. The ITS Department has procedures to track and maintain records of the movement of all devices, including Storage Media Devices, as well as the parties responsible for their movement. Employees are required to notify the AVP for IT immediately upon receipt of any Data received on a Storage Media Device from an outside party.

It is the responsibility of all employees to adhere to the following guidelines related to Data contained on a device, whether the device itself is transportable. As the ITS Department is required to supervise and confirm proper handling of all Data and Storage Media Devices, please contact the ITS Helpdesk Manager before taking any action regarding the below:

- Erasure of electronic data
- Hard drive destruction
- Use, re-use and/or destruction of transportable media

Per policy ITS-0047 Media & Computer Disposal, ITS will perform the proper steps for destruction and disposal of all data.

History and Updates

July 1, 2021: Initial Policy