NCAG
Network Claim Assessors Group

# Disposal and Destruction Policy

## 1. Overview

1.1. Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives and other storage media may contain various kinds of data of Network Claim Assessors Group, some of which may be considered sensitive. To protect our data, all storage mediums must be properly erased before being disposed of. However, simply deleting or even formatting data would not be sufficient. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file. Therefore, special tools must be used to securely erase data prior to equipment disposal.

## 2. Scope

2.1. This policy applies to any computer/technology equipment or peripheral devices that are no longer needed within Network Claim Assessors Group including, but not limited to the following: computers, servers, hard drives, laptops, portable storage devices (i.e., USB drives) and backup tapes and physical printed records. This policy does not apply to Solid-State Drives, as files deleted from a solid-state drive are permanently deleted with no chance of data recovery.

2.2. The purpose of this policy is to define guidelines for the disposal of technology equipment and components owned by Network Claim Assessors Group.

## 3. Policy Statement

3.1. Technology Equipment Disposal

3.1.1. When Technology assets have reached the end of their useful life, they should be sent to the IT Department for proper disposal.

3.1.2. The IT Departments will securely erase all storage mediums in accordance.

3.1.3. All data including, all files and licensed software shall be removed from equipment using disk sanitizing software that cleans the media overwriting each disk sector of the machine with zero-filled blocks. Or conduct deep-formatting where everything is erased with no catch left-over.

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MD (Network Claims Assessors)

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3.1.4. All electronic drives must be degaussed or overwritten with a commercially available disk cleaning program. Hard drives may also be removed and rendered unreadable (drilling, crushing or other demolition methods).

3.1.5. Technology equipment with non-functioning memory or storage technology will have the memory or storage device removed and the memory or storage will be physically destroyed.

**4. Destruction of records**

4.1. All Business units, branches and regions shall annually evaluate records in their possession or under their control to determine if any records are due for destruction according to this policy.

**5. For Engagement/Client Records:**

5.1. The Destruction request must be sent via authorized person to the appropriate manager for review and confirmation of which files may be destroyed.

5.2. Any files relating to an engagement that is the subject of any litigation or possible litigation should not be destroyed until the litigation has passed.

**6. For Business, Contracts, and Company records:**

6.1. The Destruction request must be sent via the authorized person to the appropriate manager for review and confirmation of which files may be destroyed.

6.2. Any files relating to an engagement that is the subject of any litigation or possible litigation should not be destroyed until the litigation has passed.

**7. Enforcement**

7.1. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with Network Claim Assessors Group.

CEO name THYS BOTES CEO signature Thys Botes
MD (Network Claims Assessors)

Signed at PANORAMA on this 12 day of APRIL 2022