

# GOODWILL OF ORANGE COUNTY

## Computer Hard Drive Destruction Process

At Goodwill of Orange County, the following procedures are followed to ensure that customer proprietary information is totally removed from computers that are received from Donors.

### Data removal procedures:

1. Any information pertinent to the end user in Basic Input/ Output System (BIOS) is looked at and removed.
2. The Equipment in a secured storage facility to ensure the security of the Equipment and data until the hard drive data could be removed per Goodwill of Orange County standards and procedures.
3. A Goodwill of Orange County technician wipes the hard drive of all data by utilizing the following data removal procedures:
  - Darik's Boot and Nuke (DBAN) 1.0.7 (conforms to U.S. Department of Defense DoD5220.22-M, January 1995) - a utility that securely overwrites information over the hard drive, destroys all partitions, and unused disk space. This makes all information on the hard drive unrecoverable.
3. The equipment is stripped of all identification tags, names, property tags or any symbols identifying the unit to the utilizing company.
4. Any equipment deemed unusable is recycled in an environmentally sound manner. Any hard drives that are deemed unusable are physically drilled before being recycled.

