

## **Policy and Procedure:**

### **Computer disposal and data erasure**

HITECH Policy 164.310(d)(2)

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Responsible Office	Technology and Media Services	Effective Date	01/01/2015
Responsible Official	College of Dentistry Security Officer	Last Revision	05/31/2022
Reviewed by	PHI Oversight and Review Committee	Review Date	05/31/2022

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### **Scope**

This policy applies to the College of Dentistry's policy on erasing computer hard drives.

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### **Policy**

All College of Dentistry computers sent to surplus, must have electronic storage erased using appropriate software capable of securely erasing PHI prior to the transfer. All computers that change ownership or are issued to a new or different user will have the drive erased and the operating system and software re-installed.

All computer movement, ownership changes, disposal, and erasure must also meet guidelines set in the University of Iowa Policies regarding Physical safeguards and Computer and Media disposal.

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### **Resources**

164.310 Physical Safeguards

<http://www.gpo.gov/fdsys/pkg/CFR-2011-title45-vol1/pdf/CFR-2011-title45-vol1-sec164-310.pdf>

University of Iowa Computer Data and Media Disposal Policy

<http://itsecurity.uiowa.edu/computerequipmentdisposal>