

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No.: **BD-32**

Subject: **Destruction of Proprietary Information**

Objective: To establish guidelines for directors who are charged with the responsibility and commitment to uphold the highest standards for legal and ethical conduct for securing customer, member, employee, vendor or company information.

When use or retention of any media containing confidential/sensitive information is completed, the confidential/sensitive information must be destroyed, rendered unrecoverable, or returned to the originating owner.

Process:

Disposal of Paper Media

- The primary means of disposal of paper media containing confidential/sensitive information is via shredding. All such media should be deposited in designated, locked boxes for shredding at each Polk-Burnett location or otherwise kept secure until shredded.
- If an outside vendor is employed, the shredding services must implement a process that maintains the security of the contents from pick up within the organization to the point of destruction and a certificate of destruction is provided at each shredding.
- Unlocked recycle/trash containers are not to be used for confidential/sensitive information as the process to dispose of this material does not guarantee security from point to point.

Re-use or Disposal of Electronic Media

- Due to E-discovery laws, it is highly recommended that directors do not download/print information from the board app or cooperative email to external devices such as PC/laptops, or save cooperative information on CD, DVD, Disks, Portable Hard Drives or Memory Sticks.

For assistance on proper disposal of electronic or paper media, contact the IT Manager.

Edward O. Gullickson, President
September 17, 2018