

<p style="text-align: center;">Texas WIC Health and Human Services Commission</p>

Effective August 1, 2019

Policy No. AUT:09.0

**Removal of Confidential Information from
WIC Computers and Devices**

Purpose

To ensure that all computers and devices with electronic storage are permanently sanitized of all data prior to disposal, transferring to other departments or programs, and/or placing computers in surplus as per the parent agency policy.

Authority

State Policy

Policy

Each local agency (LA) shall complete a Certification of Data Sanitization form (13-06-15208) for all assets prior to any form of computer or device disposal.

Definitions

Sanitization - Deliberately, permanently and irreversibly destroying all data stored on a memory device to make it unrecoverable.

Procedures

- I. Prior to transferring, adding to surplus or disposing of computer equipment, LAs are required to remove all confidential information from WIC computers and devices by following the steps outlined on the Certification of Data Sanitization form (13-06-15208).
- II. A Certification of Data Sanitization form shall be completed and signed confirming that data has been removed from computers and/or devices and kept on file for audit/review.
- III. For disposition of computers and devices, refer to **Policy AC:36.0**.