# Destruction of Personal INformation

## The Vendor will destroy all electronic and hard copies of the Personal Information in its possession using destruction methods approved by UBC within 7 days of completion of the Project or immediately upon termination of this Agreement, which ever first occurs.

## Upon destruction of the Personal Information, The Vendor will provide UBC with a certified confirmation of destruction of Personal Information in a format consistent with Schedule A.

Data Destruction Confirmation

To be checked off as each process happens.

*Upon Completion*

\_\_\_\_\_\_\_\_\_\_The hard drive(s)/file(s) are securely deleted from the Vendor’s servers using software designed to sanitise the data from the computer hard drive and/or other storage devices in compliance with one of the following sanitisation methods:

* CSEC ITSG-06
* RCMP TSSIT OPS-II
* DoD 5220.22-M
* Center for Magnetic Recording Research (CMRR) “Secure Erase”

\_\_\_\_\_\_\_\_\_\_ All hard copies of data, CDs/DVDs/optical media, Tapes, Ribbons, damaged and waste material have been destroyed

**This deletion process must be completed within 7 days of completion the Project.**

**The Vendor’s Company.**

Per:   
 Authorized Signatory

Print Name:

Title: