



POLICY ADM.12
VILLAGE OF RYCROFT
PROTECTION OF SENSITIVE CORPORATE DATA

Department: Administration

Date Approved: April 16, 2019

Updated from: ADM.12 June 2010

Council Resolution Number: 2019-4-16-98

PURPOSE: To provide a clear understanding of the intention of Council on how to protect the sensitive corporate data that exists on Village photocopiers, computers, fax machines and laptops prior to disposal.

GUIDELINES: Administration will ensure that the hard drives on any electronic device including but not limited to computer, laptop, photocopier, fax machine, etc. be wiped clean and reformatted prior to the disposal of such equipment.

A handwritten signature in black ink, appearing to read "Richard Potvin".

Mayor

A handwritten signature in black ink, appearing to read "Ivan Thomas".

Chief Administrative Officer

