

## **FIPPA/PHIA INFORMATION SHEET #6**

### **The Purpose of This Sheet is to Advise Employees on the Proper Procedures and Disposal Options for Records Saved on University Personal Computers**

Personal and personal health information in the custody or under the control of the University of Manitoba must be maintained confidentially. University Policy [FIPPA and PHIA](#) emphasize the importance of confidential retention and, when appropriate, destruction of personal information.

Please be aware that if you are disposing of a personal computer, either by sale or recycling, it is not enough to erase data by simply deleting the files on your hard drive.

Personal computers containing University or research material, databases and/or personal information need to be erased completely. If they are not, it is possible that the next user or owner could reconstruct those files. The consequences of this could include the unintended disclosure of sensitive personal and/or personal health information.

Information Services and Technology (IST) strongly suggests the use of Darik's Boot and Nuke (DBAN). IST has tested DBAN and it does, indeed, completely erase hard drives. DBAN is a free product that can be found at <http://dban.sourceforge.net/>.

More information on hardware and detailed instructions for erasing hard drives can be found at <http://umanitoba.ca/computing/ist/hardware/index.html>.

If you have any questions regarding this information sheet, please contact the Access & Privacy Coordinator's Office at 474-8339 or 474-9462.

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