

**UNIVERSITY OF DENVER  
POLIP**

*Unauthorized Disclosure of Trade Secrets, Copyrights, and Other Intellectual Property* – University computer systems develop and store data, programs, designs, techniques, etc., that are or will become valuable assets of the organization as either trade secrets, copyrighted materials, patented inventions, or other intellectual property. Accidental or premature disclosure could mean a loss of secrecy under trade secrets law or constitute a publication under federal copyright law, either of which might result in loss of the asset.

**B. The Chief Information Security Officer shall ensure:**

Procedures address the final disposition of sensitive information, hardware, or electronic media.

Procedures specify the process for making sensitive information unusable and inaccessible. Procedures specify the use of a technology (e.g., software, special hardware, etc.) to make sensitive information unusable, inaccessible, and not able to be reconstructed.

Procedures specify the personnel authorized to dispose of sensitive information or equipment containing sensitive information. Such procedures may include shredding, incinerating, or pulp of hard copy materials so that sensitive information cannot be reconstructed.

**III. PROCESS OVERVIEW**

- A.** The transfer or disposition of data processing equipment, such as computers and related media, shall be controlled. Data can be present on any type of storage device, whether fixed or removable, that contains data and maintains the data after power is removed from the device. Due to the advances in computer forensics, simply deleting the data and formatting the disk will not prevent someone from restoring the data. However, sanitization of the storage media removes the information from the media in such a way that data recovery using common techniques or analysis is prevented.
- B.** Any and all computer desktops, laptops, hard drives, and portable media must be given to the IT Department for proper disposal. [See the IT website for the posted policies and procedures on [Computers: Purchase, Repurpose, and Disposal](#).] Paper and

