

Disposing of backup tapes

It is essential to ensure any redundant backup cartridges containing sensitive information are comprehensively wiped or professionally destroyed and not simply thrown away, thereby ensuring practice and patient data is always kept secure. Doing anything less may leave recoverable information and create a security risk.

Professionally

WEEEdisposeofIT.com is a professional IT disposal service provided by EMIS' sister company, EGTON. This is a secure and insured data erasure service providing you with complete security and peace of mind. Full details including cost can be obtained on the web page.

www.WEEEdisposeofIT.com

Due to the importance of ensuring the information on redundant backup tapes is entirely unreadable, EMIS recommend the use of a professional disposal service for all information-sensitive IT equipment.

Incineration

The tape must be thoroughly destroyed.

Degaussing

This involves exposing the tape to a magnetic field strong enough to thoroughly disrupt the recorded data.

Other

If a customer does not have the ability to incinerate / degauss their tapes, and does not wish to employ the services of a professional IT disposal company, then as long as they are willing to accept the security risks involved in disposing of backup tapes themselves, attempts can be made to render the tapes useless by removing the spools of tape from the casings and cutting the tape into small pieces.

Due to security implications the following is not recommended by EMIS.

- n DDS backup tapes:
 - n The underneath of the cartridge will need sliding backwards by pressing in the two very small tabs. This will then allow the protective tape cover to be hinged away from the tape itself. The tape can then be pulled out of the cartridge and chopped in to small pieces.
 - n Alternatively, the cartridge can be dismantled using a very small Philips screwdriver, the spools then removed, and again the tape cut into small pieces.
- n DLT and Ultrium backup tapes:
 - n These can be dismantled using a Philips screwdriver, the spool then removed and the tape cut up.

Once the above is carried out, the resulting pile of tape pieces from various cartridges should be mixed up to decrease the chance of piecing together information from an individual cartridge.

For further information, contact EMIS Support.

Every effort is made to ensure that your EMIS documentation is up to date, but our commitment to constantly improve our software and systems means that there may have been changes since this document was produced.

■ tel: 0845 122 2333

■ fax: 0845 125 5523

■ email: support@e-mis.com

■ www.emis-online.com

EMIS Support • Fulford Grange • Micklefield Lane • Rawdon • Leeds • LS19 6BA