



eSecurity Newsletter — PROPER DATA DISPOSAL AT WORK AND HOME

“Everything we do in the digital realm – from surfing the Web to sending an e-mail to conducting a credit card transaction to, yes, making a phone call – creates a data trail. And if that trail exists, chances are someone is using it – or will be soon enough.”- Douglas Rushkoff, Author of *Throwing Rocks at the Google Bus*

SPRING DATA SCRUBBING TIPS

Time to tidy up and get rid of some old handheld devices? Before you discard or recycle your phone or tablet, make sure your personal data is gone too. Here are some tips for data scrubbing.

The easiest way to securely erase a smart phone or tablet is to encrypt the device first, then do a factory reset. First, though, remember to back up any files you want to keep and remove the microSD and SIM cards.

Apple - Tap Settings > General > Reset

Then tap Erase All Content and Settings. If asked, enter your passcode or Apple ID password. Then confirm that you want to erase your device. Wait for your device to erase. Depending on your device, it can take a few minutes to completely erase your data.

Android - Settings > Security > Screen Lock or Encrypt Device. Then create a PIN or password.

Now you'll be able to encrypt your Android device. Go to Settings again, then Security, then Encrypt phone (or tablet). A warning screen will advise you that the process will take time and can't be undone without resetting your phone or tablet. You'll also have to provide your PIN or password.

After your device has finished encrypting its data and rebooted, you'll have to again enter your PIN or password to get back in. Once there, you're ready to factory-reset the device.

DTI's SAFE DATA ASSET DISPOSAL

DTI supports best practices in data security starting with an enterprise policy providing State organizations with guidance on proper disposal of all electronic and print media that contain State data. Two secure media shredding events are held yearly and State organizations can bring their media to DTI. A vendor provides secure data disposal. Magnetic parts are disabled and then fed into the shredding truck which pulverizes the devices into unusable pieces. Once complete, the waste materials are taken offsite and recycled.

[DTI-0051.01](#) is the enterprise policy that provides guidance on disposal of storage media, personal computers, peripherals, hand held devices (HDD), other electronic media that store State data, and printed media generated from State systems.

Your State organizations' IT staff, particularly your ISO, can help you with any safe disposal questions.

ADDITIONAL RESOURCES

[2018 DSWA Collection Event Schedule](#)

Delaware Solid Waste Authority sponsors electronics and shredding disposal days in various locations.

[How to erase your iPhone, iPad, or iPod touch](#)

Learn how to wipe information from your iPhone, iPad, or iPod touch and restore your device to factory settings.

[How to securely erase your Android device in 4 steps](#)

Securely wiping an Android device isn't difficult, but there are some critical steps you don't want to overlook.

Visit the DTI [eSecurity website](#) for previous issues

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Questions, comments or topic suggestions?

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DEPARTMENT OF TECHNOLOGY & INFORMATION
DELIVERING TECHNOLOGY THAT INNOVATES

