# Castaway Recycling Data Privacy Agreement

At the verbal request of any public or private entity, or private individual (the donor), Castaway Recycling will provide these terms to ensure the absolute privacy, confidentiality, and destruction of any data that is received during the exchange of recyclable materials given to Castaway Recycling.

1. Chain of Custody- Upon this agreement, Castaway will log the custody of the data-bearing materials from the time received until the time data is rendered destroyed or unusable. Logs will remain in a digital format, on file, for a period of 12 months.
2. Data Confidentiality and Privacy- at no point will an attempt be made by Castaway or its employees or affiliates to recover or view or export any data, by any means.
3. Data Destruction- All data will be destroyed, permanently and irrevocably, before the related hardware is cleared to leave chain-of-custody. Data will be destroyed by any of the means below:
	1. Hard Disks below 1tb and SSD units below 128gb will be separated from their printed circuit board, and then a hole to be punched through the disk, before ultimately shredding the aluminum carriages. SD Cards, Sim Cards, Compact Flash, USB Storage and other units will be snapped in half and stored in bulk for metal recovery.
	2. Larger capacity disks will be securely erased using either of the Department of Defense approved “DoD 5220.22-M Standard” or “NIST 800-88” secure data destruction methods. Disks erased in this fashion are rendered safe for re-use.

**(see** [**https://www.sipicorp.com/wp-content/uploads/2019/09/NIST\_vs\_DoD\_V3.pdf**](https://www.sipicorp.com/wp-content/uploads/2019/09/NIST_vs_DoD_V3.pdf)**)**

* 1. Other data bearing items, like cell phones or tablets will be factory reset when possible. In some instances, value may be recovered by resale ONLY when Castaway is ensured of proper and complete, irrevocable prior data destruction. In all other cases, these devices are sorted and then prepared for refinement..
	2. Data-capable IC chips and magnetic storage are shredded or otherwise incinerated.

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Donor Representative Date Castaway Representative Date