



Directive on the disposal of media and the prior treatment of information at the Bern University of Applied Sciences¹

The President of the Bern University of Applied Sciences (BFH),

based on Article 35 paragraph 2 subsection h of the Ordinance from 19 June 2003 regarding the Bern University of Applied Sciences (FaG²),

hereby decrees:

1 General regulations

Art. 1 Purpose and scope

¹ This guideline regulates the treatment of information contained on media prior to disposal.

² It applies to all users of IT resources at BFH.

Art. 2 Terms

¹ *Media* are all objects that can store information in digital and/or analogue form like paper, film, CD, DVD, hard disk HDD, solid-state drive SSD, memory sticks.

² *Information* includes factual and personal data.

³ *Processing* of personal data includes any operating of the data, such as acquiring, storing, modifying, linking, disclosing, or destroying.

⁴ *Disclosing* is making personal data available information, such as granting access, viewing, providing information, forwarding or publishing.

⁵ *Disposal* of media includes operations like selling, destroying, exchanging and returning, whereby the media will leave BFH's area of control permanently. *The term disposal also applies to media (formerly) made available to BFH when the possession of or the right to access the media is terminated.*

⁶ *Users* are all persons who use the BFH's IT resources, in particular:

- a* members of BFH according to the university legislation³
- b* persons who are employed by external organisations and carry out activities on behalf of or as partners of BFH, at or for BFH
- c* members of other academic institutions with whom agreements exist
- d* other persons who participate in events and use the BFH's IT resources for a defined period.

⁷ BFH employees responsible for concluding contracts according to paragraph 6 letters b - d are to incorporate these regulations into the respective contracts.

2 Treatment of media before disposal

Article 3 Principle

¹ Media containing information that could cause damage if processed or disclosed, to either BFH or persons in connection with the data, must be treated before disposal.

² The treatment of media is governed by Articles 4 and 5.

¹ This document is a translation. The German or French version shall prevail.

² BSG 435.411.

³ Fav BSG 436.811.



³ If the media with relevant information is not in possession or ownership of BFH, the treatment and disposal of this media must still be assured, using appropriate technical and organisational measures, always in agreement with the owners or possessor of such media.

⁴ If an external, certified service provider is mandated for the treatment of media, these must be kept in a locked container until collected.

⁵ Media containing information that is not likely to cause damage to either BFH or other persons in connection with the data, if processed or disclosed, may be disposed without prior treatment.

Art. 4 Media with analogue stored information

¹ Media with analogue stored information include paper, film, and other media.

² Analogue information stored on media must be treated in accordance with DIN 66399-2 to at least security level 3 before disposal.

³ If a paper shredder is used at BFH to treat information on paper, a device in accordance with DIN 66399-2 class 2 with security level P-5 or higher must be used.

Art. 5 Media with digitally stored information

¹ Media with digital information are of optical (e.g. CD, DVD, BD), magnetic (e.g. hard disk) and electronic (e.g. memory stick, SSD) types, as well as other data carriers.

² Digital information on media must be treated with "secure deletion" before disposal. 'Secure deletion' means that the information cannot be recovered, neither in part nor in its entirety, even if a specialised facility with a considerable amount of resources is used.

³ Specifically, the following procedures are considered for the deletion of information on the media securely:

- a* 'SecureErase' for data carriers, which support this functionality according to the ATA and NVMe specification;
- b* Deletion of all 'Encryption Key - EK' on data carriers that use 'Bitlocker', 'FileVault2', or 'dm-crypt' encryption over the entire storage area;
- c* Setting a new 'Drive Encryption Key - DEK' on data carriers with 'Self Encryption Device - SED' function;
- d* Permanent data destruction of data carriers with magnetic properties using suitable professional devices (so-called degaussing).

⁴ Digital data stored on media that cannot be treated in accordance with Art. 4 paragraph 2 must be treated under protection class 2 in accordance with the requirements of DIN 66399-2.

3 Disposal

Art. 6 Disposal

¹ If media are components of a system like computers or network devices, the entire system should be disposed of whenever possible.

² Disposable media may be recycled in professional trade. Any sale or trade-in shall always be in the name and for the benefit of BFH.

³ The distribution of IT resources, in particular the handing over of media to students, employees or third parties, is subject to prior approval by the head of department, the administrative director, or the head of IT services. In such cases, the regulations in chapter 2 will apply accordingly.

Bern, 1 January 2021

Bern University of Applied Sciences

Prof. Dr. Sebastian Wörwag
President