

MINISTER FOR EDUCATION AND TRAINING — PORTFOLIOS — PHOTOCOPIERS

3207. Mr Z.R.F. Kirkup to the parliamentary secretary representing the Minister for Education and Training:

In respect of the Minister's portfolio responsibilities for any of their departments, agencies, government trading enterprises or boards I ask:

- (a) Are there any policies or procedures in place for erasing the hard-drives of photocopiers upon their disposal from the agency:
  - (i) If so, what are they and what software is used to erase the hard-drive; and
  - (ii) If not, why not;
- (b) Could the Minister provide a breakdown (make/model/software operating system) of the photocopiers that are in use (including which are connected to a WLAN, LAN etc. and which are stand-alone) as at:
  - (i) 1 June 2016;
  - (ii) 1 June 2017; and
  - (iii) 1 June 2018; and
- (c) Are any of the photocopiers in (b)(i)–(iii) used to scan, replicate or print sensitive or confidential information:
  - (i) If so, what type of sensitive or confidential information; and
  - (ii) If so, what measures are put in place to ensure this information is not retained on the hard-drive of the photocopier?

**Mr P. Papalia replied:**

Department of Education

- (a) Yes. The Department of Education has published procedures on its intranet to guide staff actions when disposing of multifunction printing/copying devices. This includes advice and guidance for ensuring that data cleansing processes are completed.
  - (i) Department staff are advised that modern printers and multifunction devices often contain a hard disk on which are stored copies of the documents that were sent for printing. All Department files on the hard disk must be cleansed before disposal or return to a leasing company.  
  
The Department has made DiskSan software available to all staff for the purpose of sanitising data storage devices and advises that staff should consider removing the hard disk for separate secure erasure or disposal.
  - (ii) Not applicable.
- (b) Please refer to Legislative Assembly Question on Notice 3209.
- (c) Not applicable.

Department of Training and Workforce Development

- (a) Yes.
  - (i) Common Use Agreement WAS2016 Waste Disposal and Recycling Services – ICT Disposal procedure using “Blanco” software – HMG Infosec Standard 5, Higher Standard
  - (ii) Not applicable.
- (b) Please refer to Legislative Assembly Question on Notice 3209.
- (c) Not applicable.

North Regional TAFE

- (a) Yes.
  - (i) Manufacturer decommission process includes HDD destruction. In addition, North Regional TAFE does not use internal storage as a staging/pre-print area. AES 128/256-Bit encryption is enabled.
  - (ii) Not applicable.
- (b) Please refer to Legislative Assembly Question on Notice 3209.

(c) Not applicable.

Central Regional TAFE

(a) The existing policy requires updating.

(i) Not applicable.

(ii) The CRT Policy and Procedure for “Disposal of an Asset (AF007P)” requires updating to include effective sanitising procedures. This is expected to be completed by the end of November 2018.

(b) Please refer to Legislative Assembly Question on Notice 3209.

(c) Not applicable.

South Metropolitan TAFE

(a) Yes.

(i) Information and Communication Technology (ICT) Information Security Policy.

South Metropolitan TAFE use DBAN software to erase hard drives. A number of photocopiers are leased, and the erasing of hard drives is negotiated with the supplier upon disposal.

(ii) Not applicable.

(b) Please refer to Legislative Assembly Question on Notice 3209.

(c) Not applicable.

North Metropolitan TAFE

(a) Yes.

(i) Information and Technology Services (ITS) Sanitising of Hard Disks and Electronic Media Storage Procedures. No disposals have taken place to date

(ii) Not applicable.

(b) Please refer to Legislative Assembly Question on Notice 3209.

(c) Not applicable

South Regional TAFE

(a) Yes.

(i) Procedures are in place that requires hard drives of disposed equipment to be erased. In addition, contractual obligation with the photocopier vendors requires that upon disposal the photocopier hard disks are to be physically destroyed.

(ii) Not applicable.

(b) Please refer to Legislative Assembly Question on Notice 3209

(c) Not applicable.

Building and Construction Industry Training Fund

(a) Yes.

(i) Purchases are made from suppliers as per the CUA and include disposal of the existing unit in the contract.

(ii) Not applicable.

(b) Please refer to Legislative Assembly Question on Notice 3209.

(c) Not applicable.