Data Destruction Policy

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Digital Governance Risk & Compliance	Steve Coyle Digital GRC
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	January 2026
Queries relating to this document should be directed to the Policy Owner – Digital Governance, Risk & Compliance via the Digital Services IT Service Desk https://www.ulster.ac.uk/ds/getting-help/service-desk. This document can be made available on request, in alternative formats and in minority languages to meet the needs of those who are not fluent in English.	

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1 Aims, Purposes & Scope

This policy applies to Ulster University staff, students, agency staff, visitors, contractors, and third-party users. This policy applies to all data storage solutions used by Ulster University across its core activities of research, learning and teaching; and all supporting activities which it undertakes.

The purpose of this policy is to outline Ulster University, partners, and suppliers responsibilities for destroying data across all storage media.

When deleting data each all parties shall adhere to best practices and ensure compliance to any government or industry standards.

2 Relevant Legislation

See Applicable Legislation Ulster University.

3 Destruction Procedure

Physical Destruction and Deletion of Hard Copy Documents

3.1

Ensure that all hard copy documents which comprise Shared Personal Data and/or Confidential Information are destroyed permanently and securely, with such destruction involving shredding the subject hard copy documents and disposing of the shredded documents securely.

3.2

A party may use a reputable third party shredding service to dispose of hard copy documents which comprise Shared Personal Data and/or Confidential Information, subject to: (i) the party having in place appropriate contractual arrangements with the third party service provider to satisfy the requirements of article 28(3) of UK GDPR; and (ii) the third party service provider being subject to confidentiality obligations no less onerous than those within this Agreement

3.3

A party must obtain and produce upon request a certificate of destruction in relation to those hard copy documents destroyed pursuant to paragraph 4.2 or paragraph

Physical Destruction and Deletion of Hardware

3.4

Delete all hard drives on which copies of the Shared Person Data and/or Confidential Information are stored, which are to be erased to HMG InfoSec Enhanced Standard 5

3.5

A party must obtain and produce upon request a data erase certificate in respect of each individual hard drive erased pursuant to paragraph 4.4 above

3.6

If disposing of any electrical equipment which comprises the Shared Personal Data and/or Confidential Information, ensure that the Shared Personal Data and/or Confidential Information is erased in accordance with paragraph 4.5 above and then proceed to dispose of the electrical equipment in accordance with WEEE (Waste Electrical and Electronic Equipment).

Deletion of Digital Records

3.7

A party must delete all digital copies of the Shared Personal Data and/or Confidential Information, which shall include copies held in email folders, file shares, SharePoint, system backups, the system recycle bin and from any cloud storage infrastructure

3.8

A party will take care and diligently and systematically delete all possibly digital records of the Shared Personal Data and/or Confidential Information are fully expunged from the parties' electronic systems

3.9

A party shall obtain and produce upon request a copy of the data deletion log to evidence the deletion of materials form cloud storage

4 Contact Details

ICT Governance via the Digital Services IT Service Desk
https://www.ulster.ac.uk/ds/getting-help/service-desk

Security: In case of Emergency telephone 028 70123456

5 Document History

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