

**MICHIGAN STATE UNIVERSITY
HEALTHTEAM
POLICIES/PROCEDURES**

SUBJECT: Data Security for Retired Equipment

NO. IS - 3

SCOPE: MSU HealthTeam Faculty, Staff and Contract Supported Users

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Approval: Practice Executive Committee

EFFECTIVE DATE 1/10/2005

REVIEW DATE 01/2007

POLICY STATEMENT

No protected health information is to be retained on any computer storage device scheduled for retirement from the HealthTeam operations (covered entity). All PHI must be made unrecoverable thru the use of software tools, or in the event this is not possible the storage device will be rendered physically incapable of operation. In scenario where department has given user PC for personal use after retirement, user must backup their personal files to a removable storage device or network. PC will be wiped before release to user. User is responsible for licensing software from that point.

PROCEDURE

**Department
Head/Supervisor**

1. Once a department has determines a computer no longer has an operational purpose, they must notify their appropriate computer support group with the following information:
 - 1.1 The Model/make of the computer and HT number if known.
 - 1.2 The actual location of the equipment and a point of contact and phone number for access to pick up the equipment.
 - 1.3 Computer support personnel provide input regarding status and condition of equipment that might be useful.

**Health Information
Technology Staff**

2. Computer Support personnel take the appropriate steps to render information unrecoverable.