



## **CCTM IA CLAIMS DOCUMENT (ICD)**

### **Euro-Recycling Ltd**

**Onsite and WEEE Directive Compliant Service for Secure  
Destruction of Data and Recycling of I.T. Equipment**

**Version 1**

**Period of Assessment October 2008-September 2009**

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# 1 INTRODUCTION

## 1.1 Background

This document outlines the IA claims made by Euro-Recycling Ltd in regard to the suitability of *Onsite and WEEE Directive Compliant Service for Secure Destruction of Data and Recycling of I.T. Equipment* for use by the UK Public Sector for the secure disposal of obsolete computer and data storage equipment. Clients of this service may require a flexible solution tailored to their specific needs and resources. Euro-Recycling offers a range of data destruction services to fulfil those needs. The principal elements of the service are secure data overwriting, magnetic media degaussing and physical destruction by shredding.

## 1.2 Objectives

The objectives of this ICD are to provide:

- The claims of this IS service
- The test method used to validate the claims
- A full description of the service on offer

## 1.3 Purpose of Document

- This document is the ICD for the Onsite and WEEE Directive Compliant Service for Secure Destruction of Data and Recycling of I.T. Equipment.
- This ICD is the baseline document for the CCTM Claims Test of Onsite and WEEE Directive Compliant Service for Secure Destruction of Data and Recycling of I.T. Equipment.

## 1.4 Structure

The structure of this ICD is as follows:

- Section 1 (this section) contains the introductory material.
- Section 2 contains the description of functionality of *Onsite and WEEE Directive Compliant Service for Secure Destruction of Data and Recycling of I.T. Equipment* and all the information related to the security of the *Onsite and WEEE Directive Compliant Service for Secure Destruction of Data and Recycling of I.T. Equipment*.
- Section 3 details the security functionality claims that are being made.

## 2 IS SERVICE DESCRIPTION

### 2.1 Service Identification

Service Name: *Onsite and WEEE Directive Compliant Service for Secure Destruction of Data and Recycling of I.T. Equipment*

Version: 1

Period of Assessment: *October 2008 - September 2009*

### 2.2 Service Overview

There are several aspects of the service which may be chosen by clients from a menu. These are, in summary:

- Data overwriting using either Blancco or Kroll overwriting. Both these products are certified by CESA under Infosec Standard 5 at the higher level and are considered capable of overwriting data up to IL6 (top secret).
- Degaussing of magnetic media including hard disk drives (HDDs), data tapes and other media used to store data magnetically using products that are certified by CESA under IS(5) at the higher level and are considered capable of overwriting data up to IL6 (top secret).
- Destruction of all media by shredding. This includes HDDs, Data Tapes, optical media such as CDs and DVDs, mobile phones, PDAs, and Radios.
- Secure transport of media and the resulting waste after processing. This allows either on-site destruction at the client site or secure transport of still classified material to Euro-Recycling's secure destruction facility.
- Full auditing of all media to provide a reference for future needs for evidence of compliance with data protection laws
- Full compliance with WEEE recycling regulations and certification for the client showing that all obligations have been met.

The process followed is as follows:

1. Clients will contact Euro-Recycling requesting the *Onsite and WEEE Directive Compliant Service for Secure Destruction of Data and Recycling of I.T. Equipment*. The specific elements of the service required will be decided on the basis of client requirements and compliance with IS(5).
2. If the client requests clearing or purging of data, Euro-recycling will arrange for a technician to arrive on-site with overwriting equipment. The equipment is certified as

compliant with overwriting at SSL3, meaning it is capable of purging data with impact levels up to IL6 (top secret). It should be noted, however, that any CCTM service is only approved for destruction of data up to IL3 (restricted).

3. If the client requests destruction of data by degaussing of magnetic media, Euro-recycling will arrange for a technician to arrive on-site with degaussing equipment. The equipment is certified as compliant with either the lower or the higher level degaussing standard, meaning it is capable of purging data with impact levels up to and including IL3 (restricted) or IL6 (top secret) depending which service is required. It should be noted, however, that any CCTM service is only approved for destruction of data up to IL3 (restricted).
4. If the client requires destruction of data by shredding of media, Euro-recycling will arrange for a technician to arrive on-site with shredding equipment. The equipment is capable of destroying data protectively marked up to IL2 (protect) when used on its own. This option is normally chosen in combination with overwriting and/or degaussing and must be chosen with at least one of these options if data at IL3 is to be destroyed.
5. If the client requires recycling of media, Euro-recycling will arrange for the technician to remove the normally processed media from the client's site. The media will be disposed of in a manner fully compliant with the requirements of the WEEE directive on recycling of surplus electronic equipment. After disposal, a certificate of recycling will be issued to the client.
6. The client will receive from Euro-Recycling a certificate of data destruction. This will list the media processed by serial number, the date it was processed, by whom and its ultimate fate. This certificate can be used as an audit record to show compliance with regulations covering data held on protectively marked media.

#### 2.2.1 Hardware requirements

The service uses two physical destruction tools:

Data Security HD1T degausser. This is approved by the US NSA at the higher level. The degausser is approved by CESG as capable of securely destroying data up to IL6 (top secret) on magnetic storage media.

Verity SV91m degausser. The degausser is approved by CESG as capable of securely destroying data up to IL3 (restricted) on magnetic storage media.

### 2.2.2 Software requirements

The service uses two overwriting tools to remove data from client media. The client may choose which tool is used at the time of ordering the service. These two tools are:

Blancco: Version 4.8 HMG, approved by CESG at the higher level (up to IL6)

Kroll Ontrack: Eraser 3.0, approved by CESG at the higher level (up to IL6)

### 2.2.3 Out of Scope

The service is intended to destroy data up to and including IL3 (restricted). Data with a higher impact level is not covered under the CCTM scheme. If shredding of media is selected without prior degaussing or overwriting, then the service is only capable of destroying data up to IL2. Data marked as IL3 must be destroyed by shredding or overwriting to render the media unclassified.

## 2.3 Usage assumptions

### 2.3.1 Assets

The Secure Data Destruction Service is intended to protect against the loss of data, including classified data up to IL3. Use of this service will also protect against the loss of reputation of organisations and individuals responsible for the maintenance of data security.

The specific assets that this service can be used to protect from data loss are:

Hard disk drives (HDDs)

Data tapes (LTO, for example)

Floppy disks (including ZIP)

Optical media (CD, DVD, blu-ray)

Small electronic devices (mobile 'phone, PDA)

### 2.3.2 Threat scenario

Threats to assets which are countered are:

- Theft of data from uncontrolled media
- Accidental loss of data and equipment containing data

#### 2.3.2.1 Expected operational environment

The service may be operated from clients' sites or at Euro-Recycling's own site or a combination of the two.

2.3.2.2 Organisational security policies

The service helps customers to comply with security policies, including ISO27001.

2.3.2.3 Security requirements on the environment

The service may be on-site at the customer's premises. If the customer requires a secure environment for the service then they must provide this in compliance with their security policy. The service will then operate within the secure environment provided.

### 3 CCTM CLAIMS FOR THE IS SERVICE

#### 3.1 Claims Statements

Unique Reference	Claims Statements
1	Euro-Recycling provide clients with a service for overwriting of HDDs. Euro-Recycling will use equipment and software approved for this purpose by CESG. Media of impact level IL3 and below will be rendered unclassified after processing.
2	Euro-Recycling provide clients with a service for degaussing storage media (including HDDs, floppy disks and data tapes). Euro-Recycling will use equipment approved for this purpose by CESG. Media of impact level IL3 and below will be rendered unclassified after processing.
3	Euro-Recycling provide clients with a service for physical destruction of storage media (including HDDs, floppy disks, optical media and solid state media). This service must be used in conjunction with degaussing and/or overwriting to reduce data protectively marked as IL3 to unclassified.
4	Euro-Recycling will provide data destruction services either at the client's site (on-site) or at Euro-Recycling's own secure site (off-site) depending on client requirements.
5	Euro-recycling will provide secure transport of all media and equipment between sites as required. This transport is BS8470 compliant and approved for carrying material up to IL3.
6	Euro-Recycling will use personnel who are Security Cleared and deemed capable of handling IL3 (restricted) media. Staff are fully trained in the use of the equipment and fully comply with the security requirements of handling classified material.
7	Euro-Recycling are registered WEEE handlers and is an Environment Agency WEEE Authorised Treatment Facility. Euro-Recycling are ISO14001 accredited.
8	Euro-Recycling will provide a full auditing log of all media processed. This log details the media processed identifiable by serial number, date and method processed, operators name and final disposal method.

#### 3.2 Existing assurance certificates

Blancco 4.8 HMG is approved at both Lower and Higher Overwriting Standards (refer to HMG Infosec Standard 5). Blancco 4.8 HMG is approved for UK Government use.

[http://www.cesg.gov.uk/find\\_a/cert\\_products/index.cfm?menuSelected=1&displayPage=152&id=442](http://www.cesg.gov.uk/find_a/cert_products/index.cfm?menuSelected=1&displayPage=152&id=442)

Kroll Ontrack Eraser Version 3.0 is approved at the Lower Level and the Higher Level Overwriting Standards (refer to HMG Infosec Standard 5).

[http://www.cesg.gov.uk/find\\_a/cert\\_products/index.cfm?menuSelected=1&isplayPage=152&id=424](http://www.cesg.gov.uk/find_a/cert_products/index.cfm?menuSelected=1&isplayPage=152&id=424)

Data Security HD1T degausser. This is approved by the US NSA at the higher level. As such, this device is automatically approved by CESG as meeting the Higher Level Degaussing Standard as defined in IS(5).

<http://www.nsa.gov/ia/files/government/MDG/EPL-Degausser30March2009.pdf>

Verity SV91M degausser. This product is certified by CESG ([http://www.cesg.gov.uk/find\\_a/cert\\_products/index.cfm?menuSelected=1&displayPage=152&id=287](http://www.cesg.gov.uk/find_a/cert_products/index.cfm?menuSelected=1&displayPage=152&id=287) )

## ANNEX A GLOSSARY OF TERMS

Term	Meaning
CESG	Communications Electronics Security Group
CCTM	CESG Claims Tested Mark
HDD	Hard Disc Drive
HMG	Her Majesty's Government
IA	Information Assurance
IL	Information Level
IS	InfoSec Standard
ICD	Information Assurance Claims Document
LTO	Linear Tape Open (magnetic tape media)
SC	Security Cleared
PDA	Personal Digital Assistant
CD	Compact Disc
DVD	Digital Versatile Disc
WEEE	Wastes Electrical and Electronic Equipment

**ANNEX B    MARKETING STATEMENT**

Euro-Recycling's *Onsite and WEEE Directive Compliant Service for Secure Destruction of Data and Recycling of I.T. Equipment* is an onsite managed service that enables Central and Local Government and their Agencies compliance with HMG's Security Policy Framework, in particular Mandatory Requirement 45 – Secure Disposal for IT Equipment.

Our service provides a method of:

- Onsite Wiping of Hard Drives and Degaussing of Hard Drives and Data/Video tapes using tools approved by CESG up to and including Protectively Marked Top Secret (IL6)<sup>1</sup>
- Onsite Shredding of hard drives, data/video tapes, CDs/DVDs, mobile phones/radios etc.

Our staff are vetted to SC and our vehicles and premises are BS8470 compliant.

Euro Recycling hold a full Environmental Permit and is therefore an Environment Agency WEEE Authorised Treatment Facility as well as being ISO14001 accredited. We issue inventory lists, certificates of data destruction, hazardous and non hazardous waste transfer notes which provide an audit trail of where and when data was destroyed and equipment recycled.

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<sup>1</sup> Please note that although the tools used are approved for use on data up to IL6, CCTM approved services cannot be approved for data above IL3.