

Period of assessment: November 2008-October 2009  
**RDC Managed Services for the Secure Destruction of Data stored on  
 Computer Hard Disc Drives, Optical and Magnetic Media**



**CCTM IA CLAIMS DOCUMENT (ICD)**  
**RDC, the trading name of R D Trading Limited**

**RDC Managed Services for the Secure Destruction of Data  
 stored on Computer Hard Disc Drives, Optical and Magnetic  
 Media**

**Version 1.0**

**Period of Assessment November 2008 – October 2009**

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CERTIFICATE DETAILS	
CCTM Certificate Number	2009/11/0061
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## 1 INTRODUCTION

### 1.1 Background

This document outlines the IA claims made by RDC in regard to the suitability of *RDC Managed Services for the Secure Destruction of Data stored on Computer Hard Disc Drives Magnetic and Optical Media* for use by the UK Public Sector for *the secure destruction of protectively marked data stored on computer hard disc drives, magnetic and optical storage media for data classified up to and including Restricted (IL1 to IL3)*.

RDC can provide RDC Managed Services for the Secure Destruction of Data stored on Computer Hard Disc Drives, Magnetic and Optical Media either at the site where the data is used or at RDC's secure site.

Where data eradication cannot be confirmed the storage media will be securely destroyed to prevent access to the data stored thereon.

RDC data destruction services use several tools and techniques to destroy protectively marked data. Data may be eradicated by:-

[1] software tools tested and approved for this purpose by CESG as complying with HMG IA 5. These can be used to destroy data stored on computer hard disc drives.

[2] degaussing which is the use of an electro-magnetic field of sufficient strength to align all magnetic domains to a direction where no data can be read.

[3] observed destruction by shredding to a particle size of less than 25 mm

[4] observed destruction by incineration in a waste to energy plant approved to destroy protectively marked media.

### 1.2 Objectives

The objectives of this document are to enable testing and certification under the CCT Mark scheme.

### 1.3 Purpose of Document

1.3.1 This document is the ICD for *RDC Managed Services for the Secure Destruction of Data stored on Computer Hard Disc Drives, Optical and Magnetic Media*.

1.3.2 This ICD is the baseline document for the CCTM Claims Test of *RDC Managed Services for the Secure Destruction of Data stored on Computer Hard Disc Drives, Optical and Magnetic Media*.

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#### 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 *RDC Managed Services for the Secure Destruction of Data stored on Computer Hard Disc Drives, Optical and Magnetic Media*.
- Section 3 details the security functionality claims that are being made.

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## 2 IS SERVICE DESCRIPTION

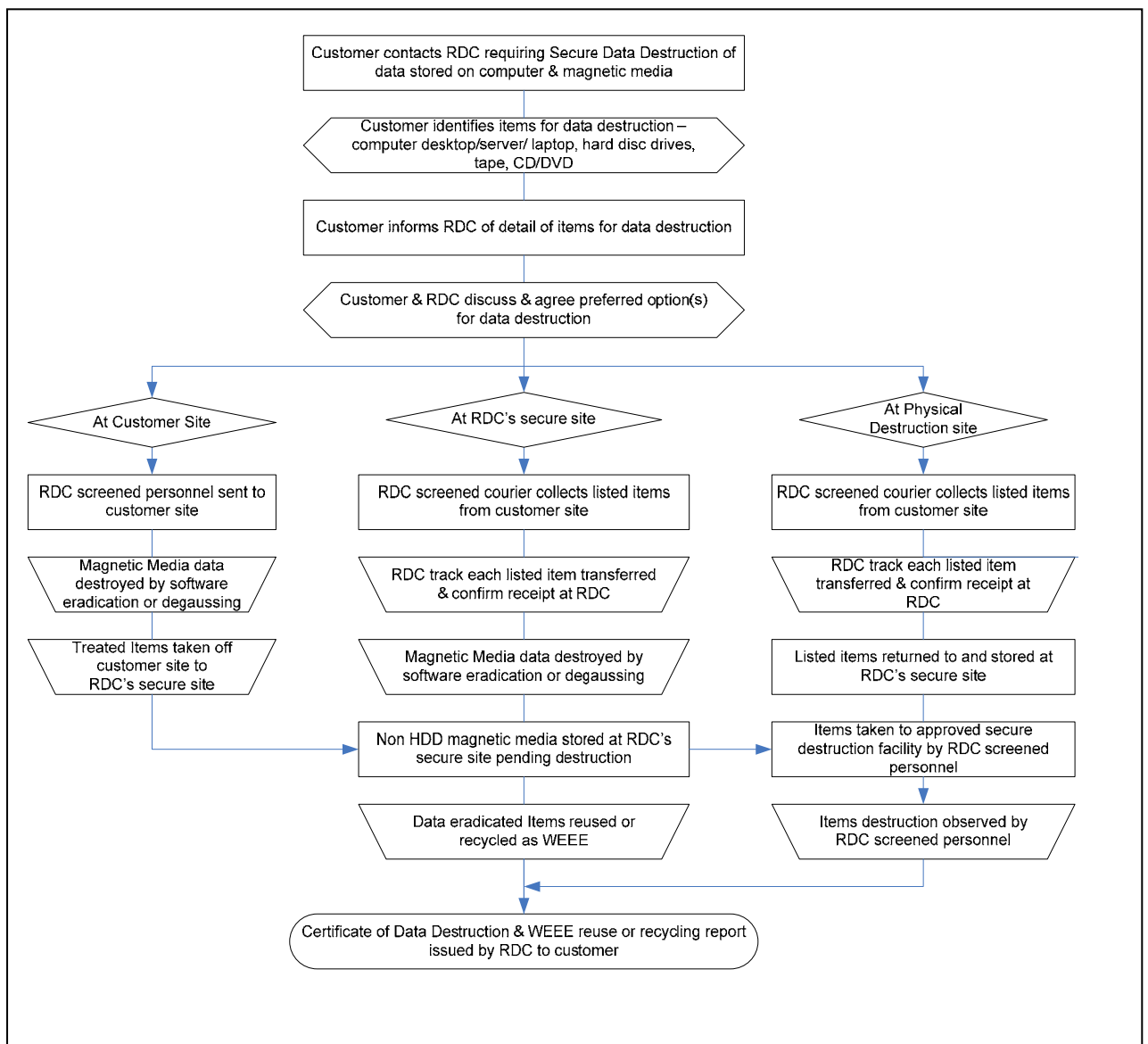
### 2.1 Service Identification

Service Name: managed service for the secure destruction of data on computer hard drives, optical and magnetic media

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### 2.2 Service Overview



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### 2.2.1 Hardware requirements

- The Degausser used is the SV91M made by Verity Systems Ltd approved by CESG to destroy data on magnetic media up to and including (IL3) Restricted in accordance with SEAP Standard 8100. The degausser requires an indoor working space of about 2 metres square and access to a standard (13A) mains power socket.
- RDC have purpose built mobile equipment rigs that can be taken onto customer sites to be linked to multiple computer hard disc drives, eradicating data on up to 80 drives at a time using CSEG approved software to eradicate data (2.2.2 below refers). The RDC Data Erasure Rig requires standard (13A) mains power and working space of about 2 metres square.
- RDC use a hard disc shredder to shred hard disc drives to a fragment size of less than 25 mm. This shredder is fixed in position at RDC's site where customers may observe destruction of hard drives and data media (excluding tape).
- Waste to energy incineration for data bearing media is done at furnaces that burn above 600 degrees centigrade. The incinerators are approved to process protectively marked data up to (IL6) Top Secret.

### 2.2.2 Software requirements

- RDC use software tools that are CESG approved for at least the Lower Level data eradication (up to IL3 Restricted protective marking).
- CESG approve data eradication software to compliance with HMG Infosec Assurance Standard 5 (HMG IA5, Issued March 2009). Software approvals to the previous version, Infosec Standard 5 (HMG IS5) remain valid until the approval expires or is withdrawn.
- The CESG approved data destruction tools permits reuse of the hard drives after data destruction has been confirmed by the CESG approved software. This practice complies with the EU & HMG environmental policy and waste hierarchy which sees reuse preferred to recycling which is in turn preferred to disposal.

### 2.2.3 Out of Scope

While RDC are approved to handle, store and destroy data up to IL5 (secret), the CCTM scheme and this ICD only apply to data up to IL3. Consequently destruction of data at IL4 and above is out of the scope of this service and ICD.

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## 2.3 Usage assumptions

### 2.3.1 Assets

Media covered generally includes storage devices which store data in magnetic domains with magnetic field intensity up to the most recent high-coercivity devices commercially available at the time of testing. An example of media covered includes hard disc drives, tapes up to LTO, floppy discs. Optical CD and DVD discs are also included.

### 2.3.2 Threat scenario

This service addresses the need to manage to reduce the risk of theft and loss of protected data stored on computer magnetic and optical media.

Most computers now contain personal details, commercially sensitive information and operational data, most of which is classified as being protected data under the Data Protection Act 1998. Data Creators (including public organisations) face significant costs (in excess of a million pounds in most cases) to remedy unauthorised data breaches

The majority of data may be protectively marked requiring secure destruction in accordance with the HMG Security Policy Framework.

#### 2.3.2.1 Expected operational environment

The service may be provided in up to 3 operating environments: -

[1] On-site (at customer's premises) RDC provides mobile equipment that is taken to site so that the data media remains within its current working environment and under the supervision of the data originator.

[2] At RDC – the data media are collected in secure transport with screened drivers and returned to RDC's secure site where the data is destroyed and equipment may be recycled at RDC's WEEE permitted site. Some data media may be held at RDC's secure site pending transfer to waste-to-energy incineration

[3] Observed destruction by waste-to-energy incineration at specialist incinerators approved by HMG Security Services for such purposes.

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#### 2.3.2.2 Organisational security policies

This service helps public organisations comply with security policies related to the following:

- Security Policy Framework
- ISO 27001
- CESG Manual S
- HMG IA 5
- S(E)N 06/09

#### 2.3.2.3 Security requirements on the environment

RDC staff and appointed couriers will adhere and comply with all security requirements included in customers' Security operating Procedures.

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### 3 CCTM CLAIMS FOR THE IS SERVICE

#### 3.1 Claims Statements

Unique Reference	Claims Statements
1	This service will be provided at times and terms agreed between the customer and RDC.
2	RDC technical staff handling protectively marked data media will be screened to at least Baseline Personnel Security Standard.
3	RDC technical staff will not access customer data.
4	RDC has a security policy that protects customers' data against theft or misuse. RDC technical staff are fully aware of the policy in place and will fully comply with the policy.
5	RDC technical staff are fully trained in the operation of the equipment used in the service and are regularly assessed for competence.
6	The service can be supplied on-site or at RDC premises. All policies and controls will be maintained wherever customers' material may be for processing.
7	Compliance with waste regulations will be managed by RDC. All items for material recycling and disposal by observed waste-to-energy incineration are classed as waste. Appropriate waste transfer documentation is raised in accordance with RDC's WEEE permit (see 3.2 below).
8	All data bearing media processed by the service will have data destroyed to the extent that no data can be recovered using operating system tools or commercially available data recovery utilities
9	The service is fully auditable from the initial customer request for the service to final media destruction and disposal.

#### 3.2 Existing assurance certificates

The equipment used for data destruction and referred to at sections 2.1 and 2.2 above complies with HMG IA 5 and its predecessor, HMG IS 5.

RDC's services for data destruction form part of the RDC integrated management system which is certified to the following standards: -

- ISO9001:2008 international quality assurance standard
- ISO14001:2004 international environmental management system standard
- OHSAS 18001:2007 British standard for occupational safety and health
- PAS 99:2006 integrates management system specification

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RDC are approved to SEAP Standard 8200 as a Data Destruction services supplier to receive, handle and process data bearing items on computer media up to and including (IL5) Secret.

RDC hold a permit to receive, handle, store and treat Waste Electrical and Electronic Equipment (WEEE) – EPR/HP3494NS (formerly waste management licence EAWML 71408).

RDC were granted the Queen's Award for Enterprise for Sustainable Development 2009 in relation to the company's sustainable and secure reuse and recycling of used computer equipment.

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**ANNEX A GLOSSARY OF TERMS**

Term	Meaning
CCTM	CESG Claims Tested Mark
CD	Compact Disc
CESG	Communications Electronics Security Group
DVD	Digital Versatile Disc
EU	European Union
HDD	Hard Disc Drive
HMG	Her Majesty's Government (of the United Kingdom of Great Britain & Northern Ireland)
IA	Information Assurance
ICD	Information Assurance Claims Document
IL	Impact Level
HMG IA 5	Information Assurance Standard 5 – Secure Sanitisation of Protectively Marked or Sensitive Information; issue March 2009
HMG IS5 & Manual S	Infosec Standard 5, "Secure Sanitisation of Protectively Marked or Sensitive Information" – version September 2007;  HMG IS5 was supported by CESG Information Manual S, "Guidance on Secure Sanitisation & Disposal", Issue 2 September 2007; both documents were merged & updated to become HMG IA5
LTO	Linear Tape Open (magnetic tape media)
WEEE	Waste Electrical and Electronic Equipment

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**ANNEX B    MARKETING STATEMENT**

RDC's managed service for the secure destruction of data stored on computer hard disc drives and magnetic media provides customers with a risk assessed service that controls protected data in an environmentally responsible way.

The process is assured by the CESG Claim Tested Mark process meeting the requirements of the Strategic Policy Framework and HMG IA 5.

The service is flexible, operating at customer locations or at RDC's secure site. Drives can be reused in an environmentally responsible way after data has been eradicated – or destroyed by observed destruction.

Reuse offers the possibility of generating revenue from resale of computer equipment and is environmentally preferable to recycling,

Data destruction is provided in a choice of tools approved by HMG CESG approved equipment and approved destruction facilities

No IT waste is disposed of to landfill by RDC or our recycling partners in a legally compliant and award winning process.