



Media Handling Process

1. **End-of-Life Procedures:**

When media or hardware reaches its end of life, we follow a strict decommissioning process that includes verification and secure removal of all data. Devices are either securely destroyed or wiped following industry best practices to ensure no residual data remains. We comply with widely accepted standards for data destruction, ensuring full compliance with data protection regulations.

2. **Repurposing:**

If media is repurposed, we ensure that all data is thoroughly sanitized using approved data wiping methods. All media is tested and verified to be completely clean before it is reintroduced into service or reassigned for a different purpose within the organization.

3. **Data Sanitization:**

We follow rigorous data sanitization procedures based on industry standards, ensuring that sensitive data is irreversibly removed from media before repurposing or destruction. Whether through software-based overwriting or physical destruction of hardware, we ensure that no recoverable data remains.

4. **Documentation and Auditing:**

Our media handling and sanitization processes are thoroughly documented and reviewed as part of our Risk Management and Cybersecurity Program. These procedures are audited regularly to ensure they remain aligned with current best practices and legal requirements.

By maintaining these robust processes, FinalForms guarantees that data remains secure throughout the lifecycle of our systems and devices, minimizing risk and ensuring compliance with all relevant data privacy regulations.