



## DATA DESTRUCTION CONFIRMATION FORM

This form has been issued by the Chief Information Officer to supplement the [Destruction of UBC Electronic Information](#) standard. Questions about this form may be referred to [information.security@ubc.ca](mailto:information.security@ubc.ca).

**Instructions:** After destroying the [Confidential Information](#), the [Service Provider](#) must complete and sign this document and return it to UBC.

Legal Name of Service Provider: \_\_\_\_\_

Title of Agreement: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_

Provided Services: \_\_\_\_\_

By signing below, I confirm that all Confidential Information (as defined in the Security and Confidentiality Agreement) in the custody of the Service Provider was destroyed within seven days of completion of the Provided Services or immediately upon demand of UBC, whichever first occurred. This destruction was carried out as follows:

1. Confidential Information in electronic format was destroyed in compliance with the minimum standards set out in the Clearing and Declassifying Electronic Data Storage Devices (ITSG-06) guideline issued by the Government of Canada (<http://www.cse-cst.gc.ca/its-sti/publications/itsg-csti/itsg06-eng.html>).

2. Confidential Information in hardcopy or printed format was destroyed using a cross-cut shredder or an equivalent destruction method.

*Use where Service Provider is a Corporation:*

*Use where Service Provider **is not** a Corporation:*

Corporation's Name: \_\_\_\_\_

Individual's Name: \_\_\_\_\_

Per: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_