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<b>Document No.:</b> GSTM-PM-C2.5.1.4	<b>Version No.:</b> 1.0	<b>Prepared by:</b> Ms. Alyssia Wong Siew Yoong (Academic Director)	<b>Date Created / Modified:</b> <i>Modified 01 November 2022</i>
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<b>Next Review Date</b> <i>22 December 2023</i>		<b>Approved by:</b> Mr. Linus Wang Ann Ning (CEO)	<b>Approved Date:</b> <i>04 November 2022</i>

### Objective:

The objective of this policy is to:

- Safeguard the privacy and confidentiality of personal data held by GSTM.
- Ensure that personal data is disposed of in a manner that is compliant with relevant data protection regulations.
- Reduce the risk of unauthorised access, data breaches, or accidental disclosure of personal data.

### Responsibility:

It is the responsibility of all staff members at GSTM to adhere to this Disposal of Personal Data Policy. Compliance is vital to upholding the privacy and security of personal data and ensuring regulatory compliance.

### Policy Statements:

At GSTM School, we are committed to protecting the privacy and security of personal data. Our Disposal of Personal Data Policy outlines the proper and secure disposal of personal data in both paper and electronic formats. We aim to ensure that personal data is handled with care and in compliance with applicable data protection regulations and conjunction with the Data and Information Management Policy.

### Introduction

At GSTM School, we recognise the importance of properly and securely disposing of personal data in both paper and electronic formats when it is no longer required. This Disposal of Personal Data Policy outlines guidelines and procedures to ensure the secure and compliant disposal of personal data.


This policy is read in conjunction with Data and Information Management Policy and Data and Information Management Procedure.

### Policy Guidelines

#### 1. Paper-Based Personal Data:

Personal data in paper format, no longer required, should be securely disposed of through shredding or other approved methods. Shredded materials should be recycled whenever possible.

Personal data that is stored in lockable cabinets or rooms should be removed and securely shredded before disposal if no longer required.

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## 2. Electronic Personal Data:

Personal data in electronic format should be securely deleted or destroyed when it is no longer needed for its intended purpose.

When disposing of electronic devices that may contain personal data (e.g., computers, hard drives, mobile devices), a thorough data wiping process should be conducted to ensure that all data is permanently removed.

### Training and Awareness

All staff members will receive training on the Disposal of Personal Data Policy as part of their onboarding process. Regular reminders and awareness campaigns will be conducted to reinforce the importance of this policy.

### Reviews:

This Disposal of Personal Data Policy will be periodically reviewed and updated to align with changing operational needs and evolving data protection requirements by Management at least once a year for continual improvement.