



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.

Instructions

After destroying the [High](#) and [Very High Risk 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 High and Very High Risk 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. High and Very High Risk Information in electronic format was destroyed in compliance with the minimum standards set out in the IT Media Sanitation (*ITSP.40.006*) guideline issued by the Government of Canada (<https://www.cyber.gc.ca/en/guidance/it-media-sanitization-itsp40006>).
2. High and Very High Risk 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: _____