

MINISTER FOR LOCAL GOVERNMENT — PORTFOLIOS — PHOTOCOPIERS

3202. Mr Z.R.F. Kirkup to the Minister for Local Government; Heritage; Culture and the Arts:

In respect of the Minister's portfolio responsibilities for any of their departments, agencies, government trading enterprises or boards I ask:

- (a) Are there any policies or procedures in place for erasing the hard-drives of photocopiers upon their disposal from the agency:
 - (i) If so, what are they and what software is used to erase the hard-drive; and
 - (ii) If not, why not;
- (b) Could the Minister provide a breakdown (make/model/software operating system) of the photocopiers that are in use (including which are connected to a WLAN, LAN etc. and which are stand-alone) as at:
 - (i) 1 June 2016;
 - (ii) 1 June 2017; and
 - (iii) 1 June 2018; and
- (c) Are any of the photocopiers in (b)(i)–(iii) used to scan, replicate or print sensitive or confidential information:
 - (i) If so, what type of sensitive or confidential information; and
 - (ii) If so, what measures are put in place to ensure this information is not retained on the hard-drive of the photocopier?

Mr D.A. Templeman replied:

Department of Local Government, Sport and Cultural Industries including the Culture and Arts portfolio agencies

- (a) Yes.
 - (i) The Department has a procedure in place to have the hard drives removed from any devices to be returned at the end of lease or owned and marked for disposal.

On the occasion that the owned machines are being taken away by the supplier of the new machines, proper disposal of the old devices is taken by the supplier including destruction of the hard drive.

ICT staff then arrange the secure disposal of the hard drives via a CUA approved disposal company.
 - (ii) Not applicable.
- (b) Please see response to Legislative Assembly question on notice 3209.
- (c) Not applicable.

Metropolitan Cemeteries Board

- (a) Yes.
 - (i) There is a general procedure/form to authorise and erase the hard drives prior to disposal utilising Revo Uninstaller in previous years and DBAN Software since 2018. Additionally it is a requirement of the contract with the MCB that all vendors prior to removing machines from MCB sites to run their own programmes to delete any MCB records from the device.
 - (ii) Not applicable.
- (b) Please see response to Legislative Assembly question on notice 3209.
- (c) Not applicable.

National Trust of Western Australia

- (a) Yes.
 - (i) All hard-drives are erased upon disposal – “killdisk” software
 - (ii) Not applicable.
- (b) Please see response to Legislative Assembly question on notice 3209

(c) Not applicable.

Department of Planning, Lands and Heritage (including Heritage Council of Western Australia)

(a)–(c) Please refer to Legislative Assembly question on notice 3196.