



PROJECT CLOSURE Declaration of Data Destruction

The purpose of this document is to confirm the destruction of extracted data from the Ministry of Health as per the terms and conditions of the relevant Information Sharing Agreement, Information Sharing Plan, or Research Agreement ('The Agreement'). A signed Declaration of Destruction received by the Ministry of Health constitutes formal project closure.

Applicant Name	Project Number	Date of Agreement
Project Title		

DATA DESTRUCTION

Data destruction methods must comply with the minimum standards set out in the BC Government Recorded Information Management Policy (RIM 501A):

- Destruction is conducted by an authorized employee or an authorized service provider.
- Destruction is carried out in a secure, confidential manner that provides the same or stronger access protections required when records were active.
- Destruction ensures the complete obliteration of the information contained in the records, and ensures the records cannot be subsequently reconstituted.

The following are acceptable methods of data destruction. Indicate the method used to destruct the extracted data by checking the appropriate box(es) below:

- Using a software utility, such as "Secure Erase", that erases, overwrites or encrypts the data;
- Magnetically erasing (degaussing) the data;
- Formatting a Device after encrypting it; or
- Using a machine that physically deforms or destroys the Device or physical media to prevent the data from being recovered.

DECLARATION

- Data Destroyed
By checking this box, I attest that all team members with access to the data for the duration of the project have destroyed any data transmitted by and/or extracted from the Ministry of Health in accordance with the minimum standards of data destruction, appropriate for the format of data received. I understand that falsifying information in this document would constitute a breach of my Agreement(s) with the Ministry of Health (and all relevant data stewards), and that doing so could render me ineligible for data access.

Date of Declaration