

---

When a mobile device comes to the end of its useful life, or when you wish to transfer the device to someone else, the device needs to be wiped of university data, in particular the personal information of students and employees.

---

Is there personal information about you or especially about other individuals such as students or fellow employees on your mobile devices or laptops? Note that some mobile devices may contain a copy of your UVic email, which will likely contain personal information.

When a device purchased with university funds or that you use for university business reaches the end of its useful life, consider the following:

- Is personal information stored on it?
- What do you intend to do with the device?

The personal information on the device must be deleted, or the device sanitized, before being repurposed for a different use within UVic or use outside the university. On an iPhone or iPad for example, using the "Erase All Content and Settings" option will delete all user data from the device and render it irretrievable by changing the encryption key.

Throughout the life of the device, it is also worth considering whether you need to store any personal information on it at all.

uPC& Service0.7.1 2015 P 8/MCID 26-BDC BT1 BTSers

---

If a university-owned device reaches the end of its useful life and will not be repurposed within UVic, it should be disposed of as a surplus asset or sent for electronics recycling according to Purchasing Services' [Surplus and Asset Removal processes](#). Contact your [Desktop Support Services](#) staff or the [Computer Help Desk](#) if you have a device or hard drive that you need to dispose of.

If the device is stiETBT 1 1 0 0 1 710.62BT1 i1v(4)10)IT EMC Sp(5) (1) 26 )end P /MCID 0-BDC th) 2vice endPmpurID 0ic