

# OIS 7 – Standard for Copiers and Printers

## I. STANDARD STATEMENT

UTSA departments are charged with protection of hardware and other computing devices from security breaches or other harm.

## II. RATIONALE

This standard supports HOP Policy 8-12 Information Resources Use and Security Policy

## III. SCOPE

This standard applies to all UTSA faculty, staff, and students.

## IV. CONTACTS

[informationsecurity@utsa.edu](mailto:informationsecurity@utsa.edu)

## V. PROCEDURES

- A. Printers, scanners, copiers and fax machines, either as separate or as multifunctional devices, have a vulnerability to be addressed: they are capable of storing electronic documents that could be recovered. Confidential or sensitive data could be accessed and exploited.
- B. The images must be rendered unusable before such devices are disposed of, repaired, repurposed, or returned to a leasing agent.
- C. Efforts must be undertaken to protect the data by making clear to users that their documents might be exposed, if not properly handled, and that they must work with leasing agents and vendors to see that provisions are made for the secure erasure or destruction of data. The requirements for protection of such documents will also be investigated during the purchase process for the equipment.

Title: OIS 7 – Standard for Copiers and Printers

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