

Security Awareness Message: Digital Copiers, Printers, Fax Devices

Please review the information below, which is related to security information regarding digital copiers, printers and fax devices.

The [NYS Electronic Equipment Recycling and Reuse Act](#) was signed into law on May 28, 2010, with the bulk of the Act being effective as of April 1, 2011. Among other things, the Act addresses an important data privacy and security issue related to storage of “personal or confidential information” on certain “covered electronic equipment.”

IMPACT:

A portion of OCFS networked multifunctional devices such as printers, faxes and copiers contain hard drives or internal memory capable of storing virtual copies of the document being printed, copied and/or faxed. If precautions are not taken to properly wipe or delete information from this internal memory before the devices are sold, repaired, recycled or surplused, there is potential for confidential or sensitive information to fall into the wrong hands, which could lead to security incidents, identity theft, fraud, etc. To help prevent this, the Act requires manufacturers of these covered devices to make information on how to remove the information from this memory available to consumers. Manufacturers must also maintain an electronic waste acceptance program through which they either directly or through an agent or designee, accept electronic waste for recycling.

Since these types of devices are distributed throughout OCFS and beyond each program area’s system administrators/IT staff should obtain this information from the various manufacturers and/or vendors that supply and service these devices. When reallocating, having them serviced offsite, or surplusing equipment, system administrators/IT staff should make certain manufacturer/vendor instructions regarding removal of information are followed, and adhere to OCFS and OCS protocols regarding the sanitization and secure disposal of equipment and related guidance.

General information suitable for briefing managers and staff on *Erasing Information and Disposal of Electronic Media* is available at <http://www.dhSES.ny.gov/ocs/local-government/documents/Erasing-and-Disposal.pdf>.

Please contact comctrup@nysemail.state.ny.us if you have any questions regarding this communication.