

## Project Closure – Data Erasure Procedure

### Step 1 – Document Data Location

- a) Before beginning erasure please create a text document titled “data storage path ProjectName ProjectNumber yyyy mm dd” (e.g. data storage path Smith 08-000 2009 01 01). In this Word or Text Pad document please save the path or of list of paths where research data has been saved. This file will later be provided to PopData along with the erasure log so it can be cross-checked to confirm data destruction.

### Step 2 – Download Erasure Software

- a) The recommended Erasure Software is BC Wipe. This can be found by googling BC Wipe and selecting the following website or go direct to <http://www.jetico.com/> and select BC Wipe under Product’s “Personal Privacy” tab.
- b) Please Download and run this program. (The version as of the preparation of this document is: BC Wipe v.6.08.1)
- c) In order to use BC Wipe it is not necessary to run it from the start menu but to simply navigate to the data that to be erased and right click on the applicable folder or file.

**Note 1:** The procedure outlined here is for Windows users. If you are using an operating system other than Windows please contact PopData for detailed erasure procedures.

**NOTE 2:** BC Wipe is not a free program. There is a free 21 day trial that can be downloaded and used to effectively destroy the applicable files. The cost as of the creation of this document is \$39.95 USD. Please note it is likely that once a newer version comes out that it can be re-downloaded for free. Researchers should set aside ample time to document data paths and run erasure program for all outstanding projects to avoid incurring additional cost due to the expiry of the trial program.

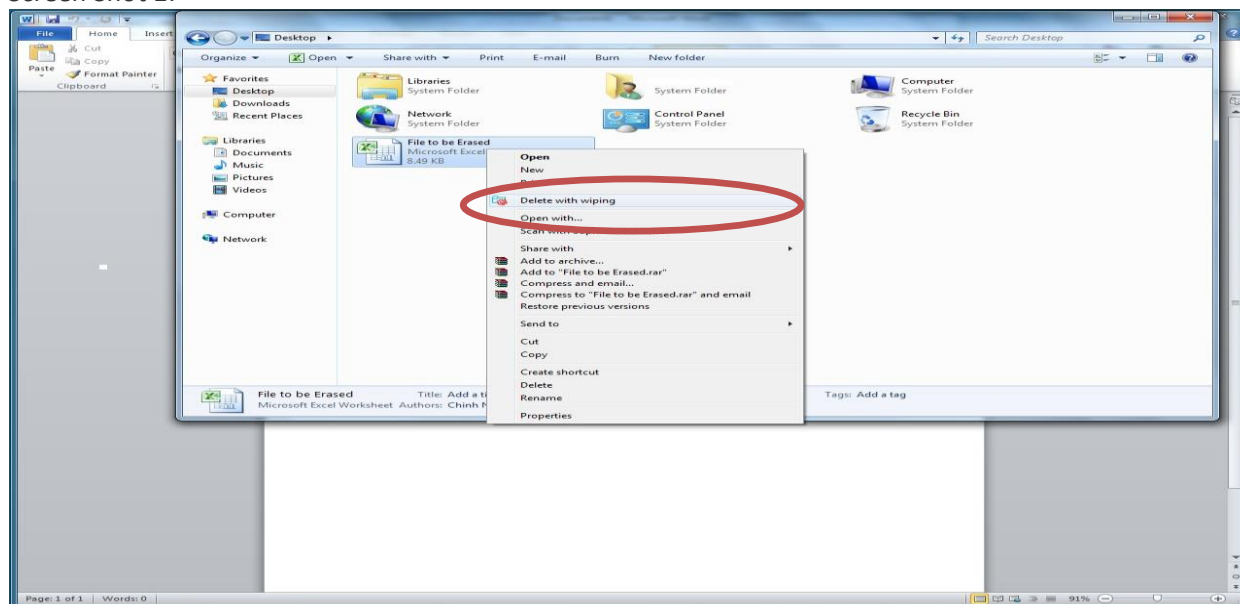
### Step 3 – Data Erasure

For every data path provided in Step 1 it is necessary to follow this procedure. It is possible to create a test document on the desktop to run through the steps before following the procedure for actual data wiping. Erasing a test document will provide practice using BC Wipe and produce a sample log output which may be helpful for the creation of the path document required in Step 1.

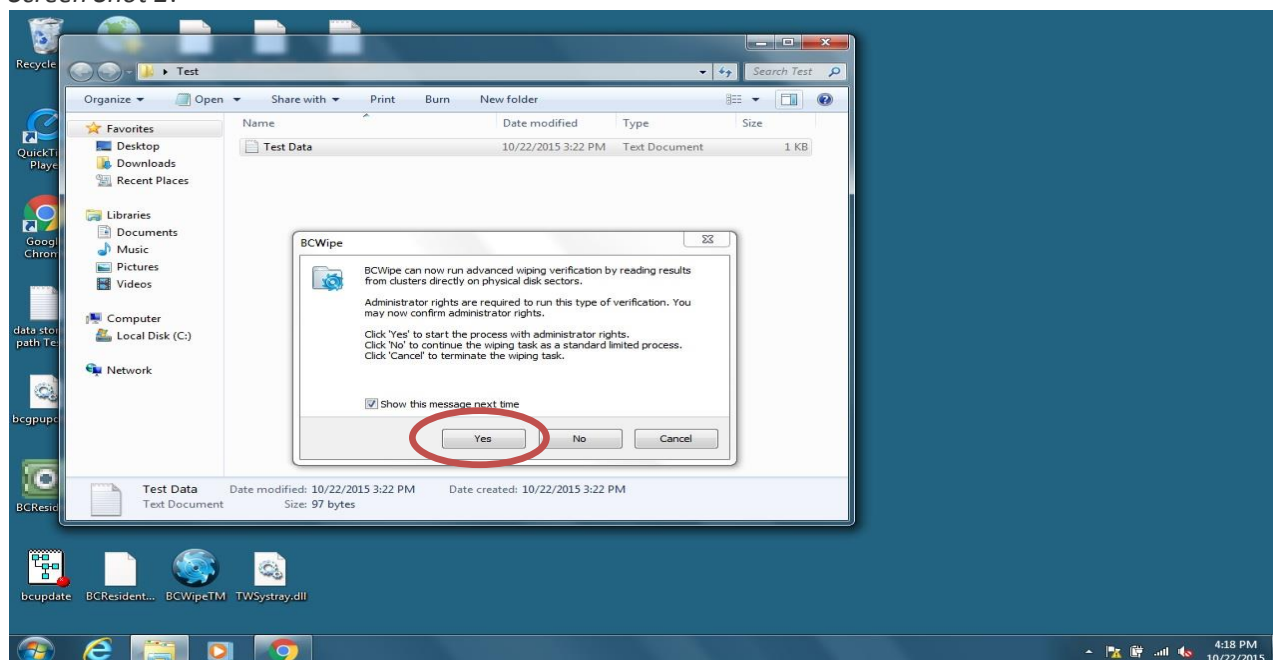
In order to begin data erasure please navigate to the path(s) noted in the file created in Step 1. To continue with erasure please follow screen shots and directions below:

Screen Shot 1: Right click on file or folder you want to erase and select “Delete with wiping”. A BC wipe dialogue box will open (see *Screen Shot 2*) to confirm administrator rights. Click “Yes.”

Screen Shot 1:

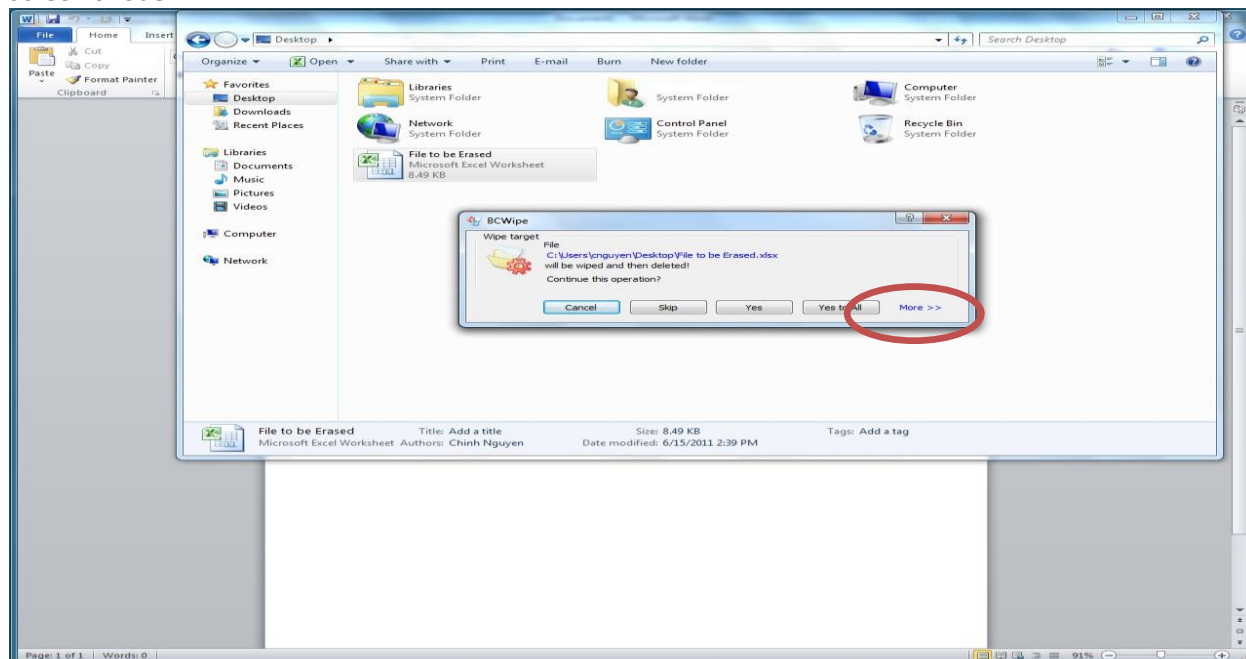


Screen Shot 2:



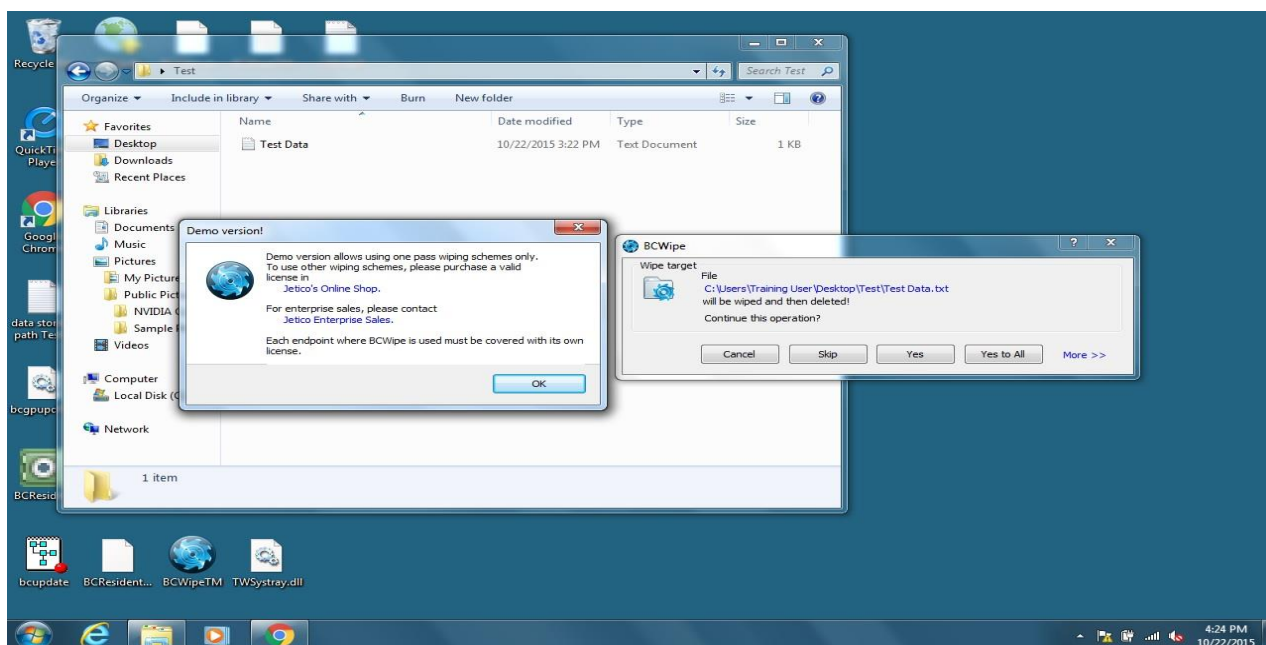
*Screen Shot 3:* A BC wipe dialogue box will open. Select “More” on the far right.

*Screen Shot 3:*

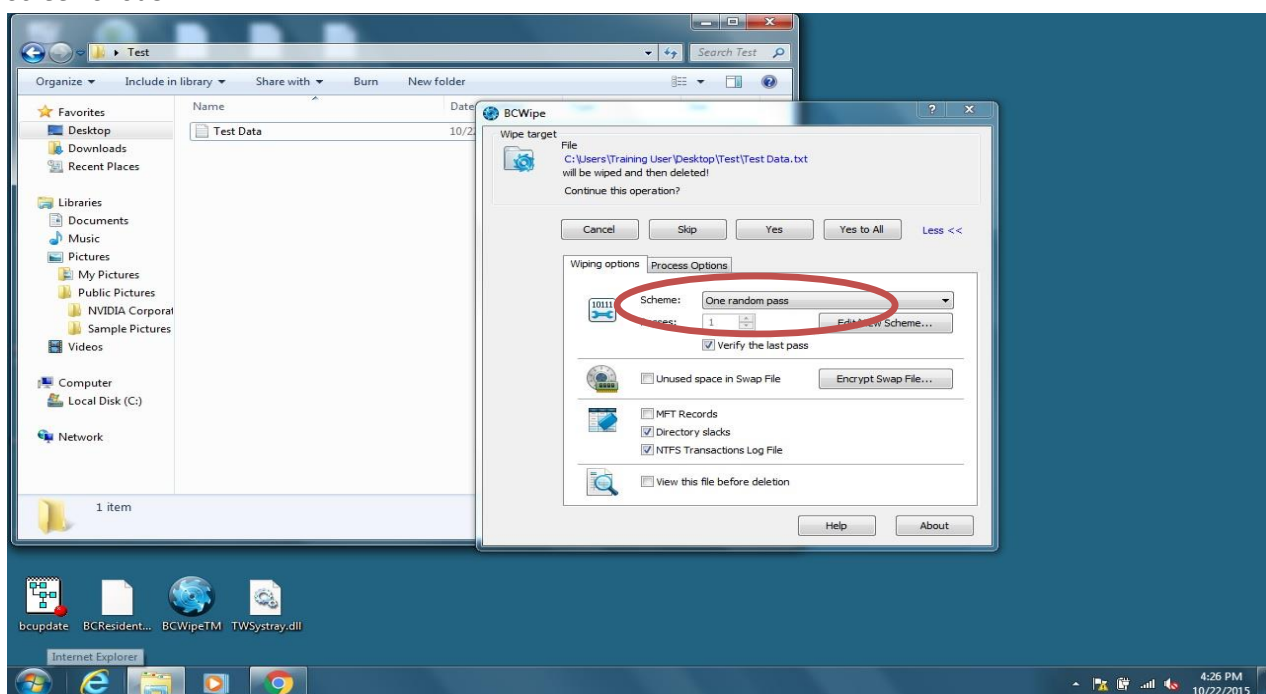


*Screen Shot 4:* A BC wipe dialogue box will appear, if it is a demo version, stating that only one pass wiping schemes are allowed. In the options expanded dialogue leave the default of “one random pass” for the scheme (see *Screen Shot 5*).

Screen Shot 4:

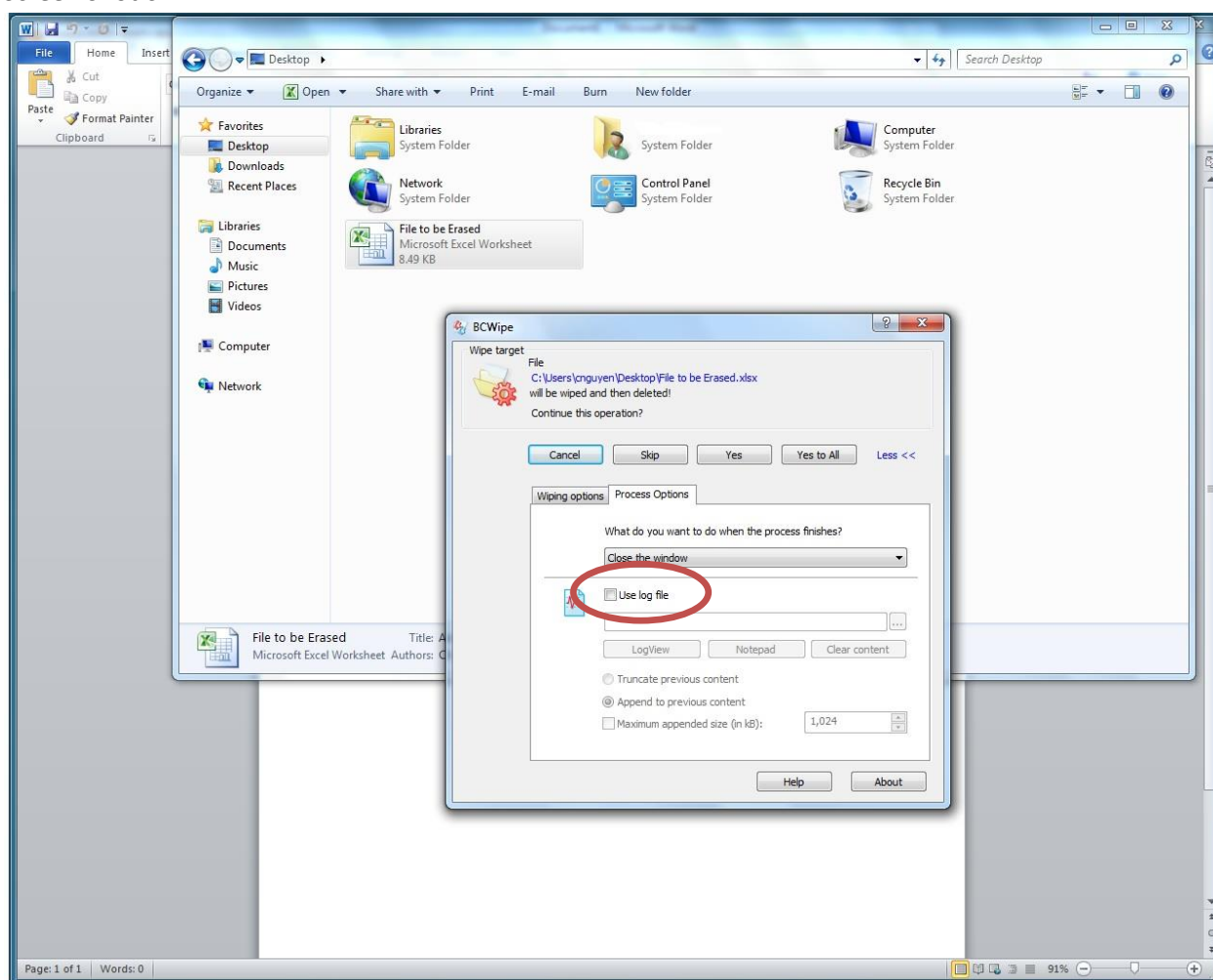


Screen Shot 5:



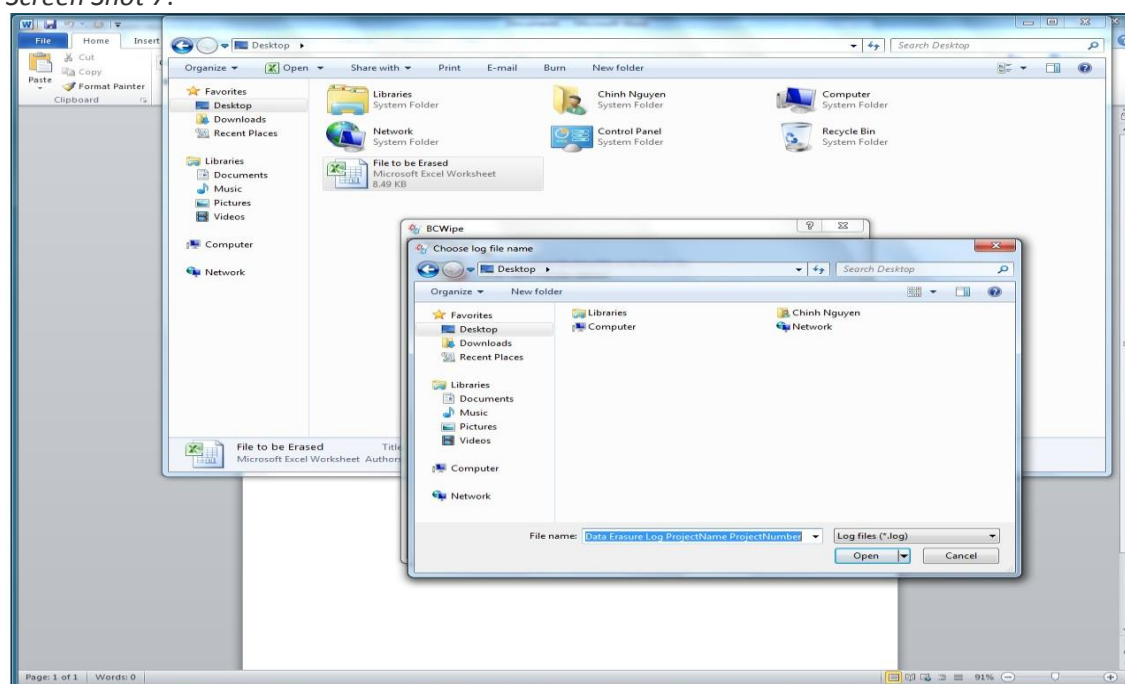
**Screen Shot 6:** Now click on the “Process Options” tab. Click on/select the “Use log file” box and a dialogue will open asking you to specify where you would like to save the log file.

**Screen Shot 6:**

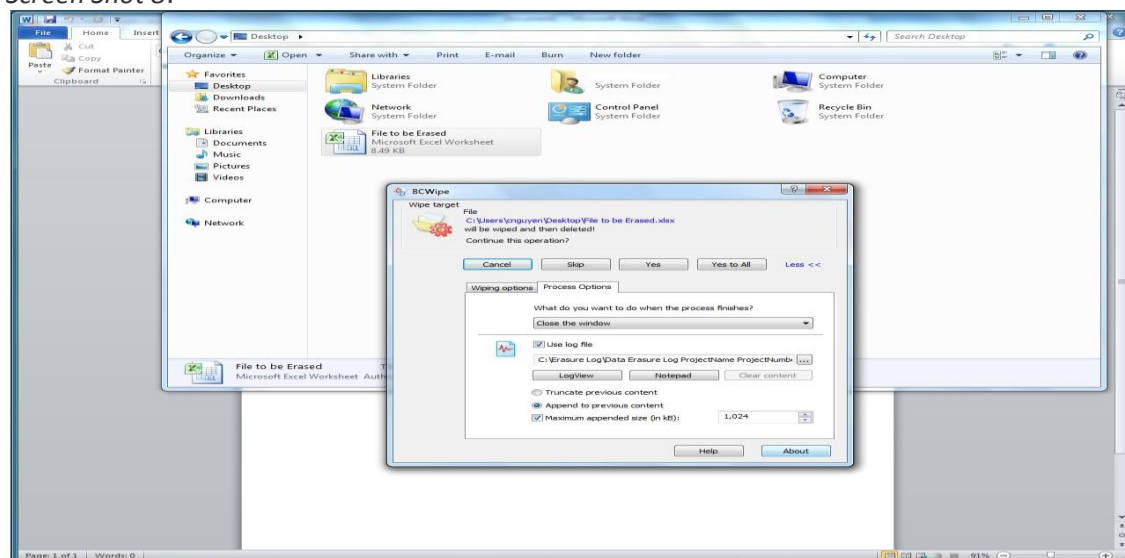


**Screen Shot 7:** Choose your desired location to save the document, likely where the ‘Data Path’ document created in Step 1 above was saved. Please name this file “data erasure log ProjectName ProjectNumber yyy mm dd”. Click open (see *Screen Shot 8*)

Screen Shot 7:



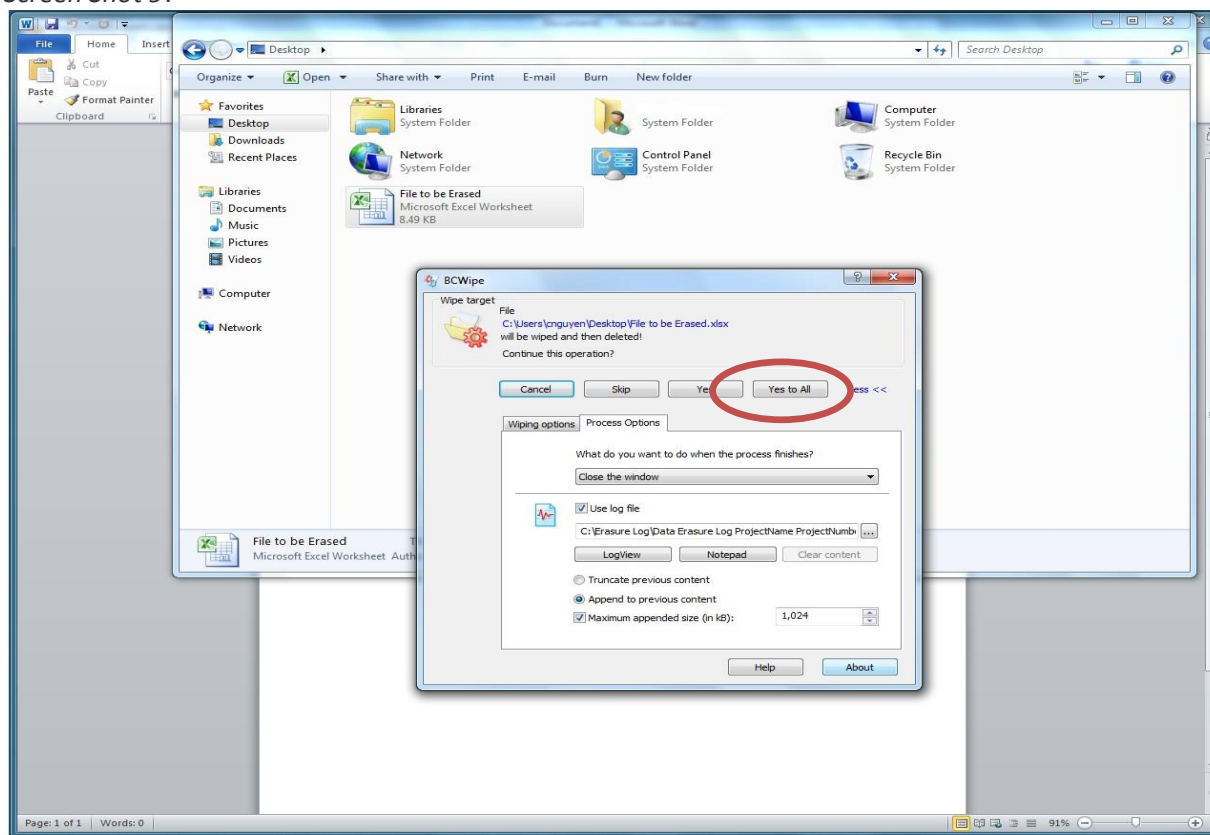
Screen Shot 8:



Screen Shot 9: Once the Log has been selected and properly named, click on “Yes to All” especially if erasing a folder as each file prompts by just clicking “yes”.



Screen Shot 9:



Finally a dialogue box showing progress appears and states which file is being erased and pass number the program is on. Word and Excel files take only seconds, data files take a few minutes for the program to accomplish 1 pass. Once the program has completed the wipe it closes.

#### Step 4 – Confirm Erasure and Prepare Documents for Submission to PopData

- Navigate to the erasure log, it can be opened using text pad. It should show the path of all the files it has deleted and say “true” after each file that has been successfully deleted.
- In order for PopData to confirm erasure of the appropriate files, please email “data storage path ProjectName ProjectNumber yyyy mm dd” AND “data erasure log ProjectName ProjectNumber yyyy mm dd” to [dataaccess@popdata.bc.ca](mailto:dataaccess@popdata.bc.ca) along with any other supporting project closure documents.

If you have any questions please do not hesitate to contact the Data Access Unit at PopData for assistance. (E-mail [dataaccess@popdata.bc.ca](mailto:dataaccess@popdata.bc.ca))