

RESEARCHER LIAISON UNIT POPULATION DATA BC THE UNIVERSITY OF BRITISH COLUMBIA 201-2206 EAST MALL VANCOUVER, BC, V6T 1Z3

FAX: 604.822.5690 EMAIL: RLU@POPDATA.BC.CA

## **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 <u>http://www.jetico.com/</u> 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."



RESEARCHER LIAISON UNIT POPULATION DATA BC THE UNIVERSITY OF BRITISH COLUMBIA 201-2206 EAST MALL VANCOUVER, BC, V6T 1Z3

FAX: 604.822.5690 EMAIL: RLU@POPDATA.BC.CA

#### Screen Shot 1: File Home 🔾 🗣 🔳 Desktop 🔸 + ++ Organize 👻 🗶 Open 👻 Share with 👻 Print E-mail Burn New fo 87 · 🔟 🐵 「油 Copy ダ Format Painter Favorites E Desktop Downloads Libraries System Folder Computer System Folder 13 System Folde Recycle Bin System Folder Network System Folder Control Panel System Folder Libraries Libraries Documents Music E Pictures S Videos File to be Erased Microsoft Excel 8.49 KB Open New Delete with wiping Open with... Computer Network Share with Add to archive... Add to "File to be trased.rar" Compress and email... Compress to "File to be trased.rar" and em Restore previous versions Send to Cut Copy Create shortcut Delete Rename Tags: Add a tag File to be Erased Title: Add a to Microsoft Excel Worksheet Authors: Chinh N Propertie

## Screen Shot 2:





RESEARCHER LIAISON UNIT POPULATION DATA BC THE UNIVERSITY OF BRITISH COLUMBIA 201-2206 EAST MALL VANCOUVER, BC, V6T 1Z3

FAX: 604.822.5690 EMAIL: RLU@POPDATA.BC.CA

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

Screen Shot 3:							
W W 7 · G ·			and the state of the			83	X
File Home Insert	😋 🔾 🖛 🖿 Desktop 🔸			✓ ✓ ✓ Search Desktop		Q	
	Organize 👻 🛣 Open		Burn New folder		** • 🗔		
Clipboard 15	Favorites	Libraries System Folder	System Folder	Computer System Folder			
	Downloads	Network		Recorde Bin			63
		System Folder	Control Panel System Folder	Recycle Bin System Folder			
	Documents	File to be Erased Microsoft Excel Worksheet					
	Music     Pictures	8.49 KB					
	🚼 Videos	BCWipe		~?			
	🛒 Computer	Wipe target File					
	Network	C: User	rs\cnguyen\Desktop\File to be Erased.xlsx viped and then deleted!				
		Continu	e this operation?				
		Car	ncel Skip Yes	Yes to All More >>			
							=
	File to be Erase Microsoft Excel	ed Title: Add a title	Size: 8.49 KB	Tags: Add a tag			
	Microsoft Excel V	Worksheet Authors: Chinh Nguyen	Date modified: 6/15/2011 2:39 PM				
							*
Page: 1 of 1 Words: 0					1%		0 * +
rager of a words o					10 G/ 0		

*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*).



RESEARCHER LIAISON UNIT POPULATION DATA BC THE UNIVERSITY OF BRITISH COLUMBIA 201-2206 EAST MALL VANCOUVER, BC, V6T 123

FAX: 604.822.5690 EMAIL: RLU@POPDATA.BC.CA

### Screen Shot 4:

Recycle	Constant and the second		•	49 Search	Test P			
QuickTi Playe	Organize v Include in library v Share with v Burn Favorites Name Desktop Recent Places Libraries	New folder Date modified 10/22/2015 3:22 PM	Type Text Document	Size	1 KB			
data stor path Te	Documents     Music     Music     Pictures     Music     Nullic Pictures     NVIDIA     Somple     Videos     Videos     Computer     Computer     Computer     Construiter     Construit	ct		ille C:\Users\Traini will be wiped an Continue this of Cancel	d then deleted	op\Test\Test Data, bxt di Yes Yes Yes to All	? X More >>	
	Network					j		
bcupdat	ne BCResident BCWipeTM TWSystray.dll		_				- 陶碑 -	aill <b>4:24 PM</b> 10/22/2015

## Screen Shot 5:





RESEARCHER LIAISON UNIT POPULATION DATA BC THE UNIVERSITY OF BRITISH COLUMBIA 201-2206 EAST MALL VANCOUVER, BC, V6T 1Z3

FAX: 604.822.5690 EMAIL: RLU@POPDATA.BC.CA

*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*)

A PLATFORM SUPPORTING RESEARCH ON HUMAN HEALTH, WELL-BEING AND DEVELOPMENT.



RESEARCHER LIAISON UNIT POPULATION DATA BC THE UNIVERSITY OF BRITISH COLUMBIA 201-2206 EAST MALL VANCOUVER, BC, V6T 1Z3

FAX: 604.822.5690 EMAIL: RLU@POPDATA.BC.CA

## Screen Shot 7:

WIG 7 - 0 =	Annual Rest Market and State		- 0	23	×	
File Home Insert		h Desktop		9	0	
Copy	Organize 🕶 🕱 Open 🕶 Share with 🕶 Print E-mail Burn New folder	(j) T	- 💷	0		
Paste Format Painter Clipboard Painter	Favorites     Libraries     Chinh Nguyen     Computer       B Downholds     System Folder     System Folder     System Folder       B Documents     File to be Frased Music     System Folder     System Folder	Recycle Bin				
	Videos	8 23				
	R Computer	×				
	Network	٩				
	Organize 🔻 New folder	- 🗆 🐵				
	File to be Erased       Title         Microsoft Excel Worksheet Author       Image: Computer         Image: Computer       Image: Computer				1	
	File name: Data Ezaure Log ProjectName ProjectNumber + Dog Bies (*Jog)	Cancel	J		¥ ±	
					- 0 #	
Page: 1 of 1 Words: 0		I I I 91% -	0	(	+)	

## Screen Shot 8:

W lat 7 - 6 -				-	and the set of the set					(e)	23	×
File Home Insert	🔾 🗢 🔳 Desktop 🕨	0					-	49 Search Desktop			2	0
A Cut	Organize 👻 😰 Ope	n 👻 Share with 🖣	- Print	E-mail	Burn New folder				181 -	C10	•	
Paste Format Painter Clipboard Fa	Favorites	Librarie System			System Folder		Compute System F	ar older				
	Downloads 2011 Recent Places	Networ System	k Folder		Control Panel System Folder		Recycle E System F	3in older				191
	Carl Libraries	File to b	oe Erased oft Excel Works	heet			9					
	Constraint and a state of the	9	BCWipe				8					
	Computer		Wipe target									
	🗣 Network		Soc w	: {Users\cnguy I be wiped an	en\Desktop\File to be Erased.xlsx d then deleted!							
			0	ontinue this o	peration?							
				Cancel	Skip Yes	Yes to All	Less <<					
				Viping options	Process Options							
					What do you want to do when th	e process finishes?						
					Close the window		-					
				44-1	Use log file							
	File to be Era			1000	C: Erasure Log Data Erasure Log	ProjectName Projecth	lumb				_	
		sed I Worksheet Author			LogView Note	pad Clear co	ontent					
	<u></u>				Truncate previous content					_		
					Append to previous content Maximum appended size (in kB)	1,024	-					
						Help	About					
				_								
												*
												0 #
Page: 1 of 1 Words: 0				_	14				176 😑	Ų	(	

*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".



RESEARCHER LIAISON UNIT POPULATION DATA BC THE UNIVERSITY OF BRITISH COLUMBIA 201-2206 EAST MALL VANCOUVER, BC, V6T 1Z3

FAX: 604.822.5690 EMAIL: RLU@POPDATA.BC.CA

#### Screen Shot 9: WIE 🔾 🗢 🔳 Desktop - 4 Search Desi Q R K Cut Organize 👻 🕅 Open 🦷 Share with -New fold • I Format Painter 🔆 Favorites 100 Computer System Folder Libraries System Folder System Folder E Desktop 😹 Download Network System Folder Control Panel Recycle Bin Secent Places 词 Libraries File to be Erased Documents ft Excel Worksheet dicroso .49 KB J Music Pictures Videos ? X BCWipe Computer Wipe targe File C:\Users\cnguyen\Deskor > wiped and then def Deskton/File to be Frased vis Network Continue this operation? Cancel Skip Yes to All Wiping options What do you want to do when the process finishes? Close the window ✓ Use log file 1m C:\Erasure Log\Data Erasure Log ProjectName ProjectNumb X File to be Erased LogView Notepad Clear content Truncate previous content Append to previous content 1,024 A Maximum appended size (in kB): Help About Page: 1 of 1 Words: 0

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

- a) 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.
- b) 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 <u>dataaccess@popdata.bc.ca</u> 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 <u>dataaccess@popdata.bc.ca</u>)