

# Never compromise on your company's print security.



**DATALOCK**  
PRINT SECURITY & DISPOSAL



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Serving Colorado, Wyoming, and New Mexico Since 1972



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Another value-add from your technology partners at Lewan.



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PRINT SECURITY & DISPOSAL

## Prevent sensitive data leaks from your copier or MFP!



Identity theft is one of the fastest growing crimes in America. The cost to consumers and businesses is in the millions of dollars each year. Companies that don't protect their data can unknowingly leak everything from employee and customer social security numbers, information about credit card accounts, retirement plans, medical data, or legal records, just to name a few. Businesses often do not realize they may be leaving information behind when they make copies.

It is very important that you take appropriate measures to protect your information much as you do with your PCs and laptops. Lewan provides the technology that will help you secure your sensitive data. Remember, it's *your* data, so you should take the necessary steps to protect it.

**Lewan continues to educate customers on the importance of protecting their information and their ultimate responsibility for the data that exists in their copiers and MFPs. Lewan is ready to help with solutions like:**

- Image Overwrite should be enabled so that image data is erased as a job is completed. It destroys latent digital images with random sequences of digits 1 and 0 on the MFP's hard drive as they are created.
- We recommend you run an on-demand overwrite before returning a machine.
- Newer machines have a disk encryption option to protect against data theft, so even if Image Overwrite was not enabled, the data that is stored on the disk is in encrypted form and would be very difficult to recover. Even if the hard drive is stolen, data will not be accessible.



**Lewan offers various information/data destruction. All the way from wiping out the hard drive to removing and physically destroying the drive.**

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Xerox products are designed to support standards set forth in The Health Insurance Portability and Accountability Act (HIPAA), Sarbanes-Oxley, Gramm-Leach-Bliley Act. For more information, go to: [www.xerox.com/security](http://www.xerox.com/security) Xerox MFPs manufactured after 2008 come with security features included.

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# Various levels of protection for peace of mind.

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## Security Level One Option

\$250 (per hard drive) Upon authorization from the customer, we bring the copier back to our warehouse where a qualified technician will delete internal memory and delete data records from the hard drive. Customer will receive a document confirming the security purge and data removed from the copier.

## Security Level Two Option

\$300 (per hard drive) Upon the specific request of the customer, we bring the copier back to our warehouse where a qualified technician will delete internal memory and delete data records from the hard drive. Hard drive will be removed from the copier and physically destroyed. Includes installation of a new hard drive. The copier will be tested for complete operability before lease return. The customer has requested the destroyed hard drive return to them.

## Security Level Three Option

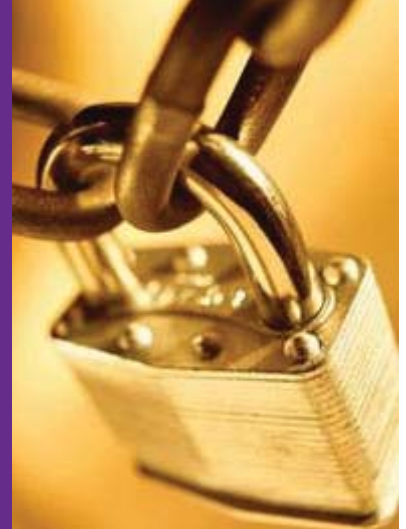
\$500 (per hard drive) OnSite deletion of internal memory by a qualified technician. OnSite removal of hard drive from the copier and turn it over to the customer for disposal. Includes installation of a new hard drive.

## Security Level Four Option

\$750 (per hard drive) OnSite deletion of internal memory by a qualified technician. OnSite removal of hard drive from the copier and physically destroyed in the witness of the customer. Destroyed hard drive is then handed to the customer. Includes installation of a new hard drive.

## Security Level Five Option

\$000 Customer has elected to do nothing and is presumed to have deleted all memory and latent document images from the copier hard drive and assumes all responsibility for their confidential data. Lewan is released from all liability.



**Your company's privacy and security is important- now more than ever. You'll have confidence with our group of technology professionals in your corner.**

Contact us

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# COPIER/MFP HARD DRIVE DATA AUTHORIZATION & CERTIFICATION

## Customer Information

Company: \_\_\_\_\_ Customer #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

## Method of Data Removal/Disposal: Choose from Previous Page (Choose only one)

- Security Level One option:** \$250 (per hard drive) Upon authorization from the customer, we bring the copier back to our warehouse where a qualified technician will delete internal memory and delete data records from the hard drive. Customer will receive a document confirming the security purge and data removed from the copier.
- Security Level Two option:** \$300 (per hard drive) Upon the specific request of the customer, we bring the copier back to our warehouse where a qualified technician will delete internal memory and delete data records from the hard drive. Hard drive will be removed from the copier and physically destroyed. Includes installation of a new hard drive. The copier will be tested for complete operability before lease return. The customer has requested the destroyed hard drive return to them.
- Security Level Three option:** \$500 (per hard drive) OnSite deletion of internal memory by a qualified technician. OnSite removal of hard drive from the copier drive and turn it over to the customer for disposal. Includes installation of a new hard drive.
- Security Level Four option:** \$750 (per hard drive) OnSite deletion of internal memory by a qualified technician. OnSite removal of hard drive from the copier and physically destroyed in the witness of the customer. Destroyed hard drive is then handed to the customer. Includes installation of a new hard drive.
- Security Level Five option:** \$000 Customer has elected to do nothing and is presumed to have deleted all memory and latent document images from the copier hard drive and assumes all responsibility for their confidential data. Lewan is released from all liability.

## Device Information

		Date Completed	Cost
Make/Model: _____	Serial Number: _____	_____	_____

Make Model: _____	Serial Number: _____	_____	_____
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\*If more than 2 devices are included in removal and disposal, please use attached addendum.

Total Cost: \_\_\_\_\_

## Customer Authorization

## Customer Acceptance

## Lewan Certification

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DATA SECURITY. You are reminded that the Equipment being returned may contain sensitive data or information belonging to your organization or your customers/clients/patients that may be stored, recorded or in any way contained within or on the Equipment in any manner. You are solely responsible for the permanent erasure of all such data and information stored, recorded, or contained within or on your Equipment, before you relinquish possession of the Equipment. Lewan & Associates has absolutely no liability for any such data or information that you fail to so remove. Under Federal and some state laws you may have an obligation to ensure that all such data and information stored, recorded or contained within the Equipment in any manner is removed and permanently erased to the extent that any further recovery of the data and information is not possible. All hard drives and other Equipment components must function as originally installed after your removal of the data.

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