

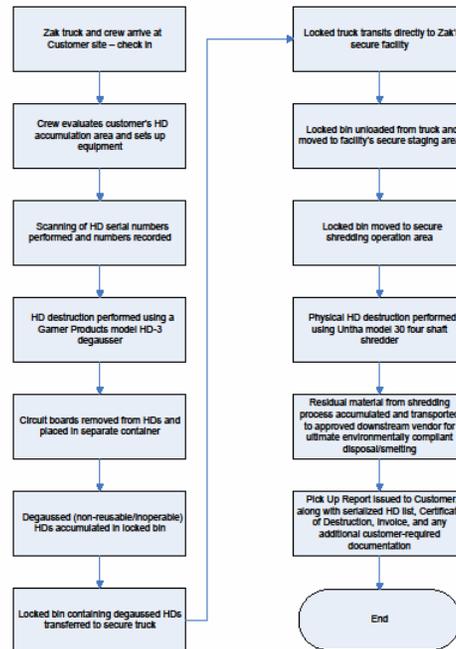
Why Zak Enterprises?

- “ Information contained on the hard drives of retired computers must be destroyed properly. Failure to do so can result in criminal penalties including fines and prison terms up to 20 years. However, even more problematic is the harm that failure to sanitize hard drive data can cause to a company’s brand and reputation.
- “ That’s why outsourcing using a Qualified Contractor is the best solution to the problem of assuring a compliant hard drive destruction audit trail.
- “ At Zak, we employ a highly structured documented quality control program that assures the effectiveness of the data destruction process on an ongoing basis. Our team will typically degauss (which renders drives unusable) and disassemble hard drives on-site, and then transport the dismantled drives via locked truck and secured container to our site for final shredding and ultimate eco-friendly smelting at our audited downstream vendor.
- “ Zak follows a zero landfill policy and uses fully audited downstream vendors for ultimate product disposal. Our customers are assured that their sensitive hard drive data has been completely destroyed, and they can also rest assured knowing that Zak has disposed of residual scrap metals, circuit boards and chips in an environmentally responsible and compliant manner.

On-Site Hard Drive Destruction Process



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- " Zak's truck and crew arrive at Customer site – check in.
- " Crew evaluates customer's HD accumulation area and sets up equipment.
- " Scanning of HD serial numbers performed and numbers recorded.
- " HD destruction performed using a Gartner degausser.
- " Circuit boards removed from HDs and placed in separate container.
- " Degaussed (unusable/inoperable) HDs accumulated in locked bin.
- " Locked bin containing degaussed HDs transferred to secure truck.
- " Locked truck transits directly to Zak's secure facility.
- " Locked bin unloaded from truck and moved to facility's secure staging area.
- " Locked bin moved to secure shredding operation area.
- " Physical HD destruction performed using Untha model 30 four shaft shredder.
- " Residual material from shredding process accumulated and transported to approved downstream vendor for ultimate environmentally compliant disposal/smelting.
- " Pick Up Report issued to Customer, along with serialized HD list, Certificate of Destruction, Invoice and any other additional required documentation.

Protecting Intellectual and Physical Property for our Customers

“ Zak provides a variety of materials removal solutions. The main focus of each service is proper removal and disposal practices in a professional manner and at a reasonable cost to the client.

From a risk management perspective, the only acceptable method of discarding stored materials is to destroy them in a way that ensures any proprietary information is obliterated; disposal complies with all local or federal regulations; and that no items are casually handled, sold or donated unless requested and approved.

Additionally, by removing these items from your waste stream, you will reduce your trash costs as well as create a safer, more secure and environmentally aware corporate atmosphere.

Confidential Materials

- “ STUDIES SHOW THE AMOUNT OF CONFIDENTIAL DATA CASUALLY DISPOSED OF IS STAGGERING. IN MANY CASES, OVER 50% OF A COMPANY’S MATERIAL WASTE (EXCLUDING GENERAL/FOOD WASTE) CAN BE CONSIDERED CONFIDENTIAL. Data Remanence is also a serious hazard.
- “ Zak focuses on Hard Drives and other media such as tapes, CDs, etc.
- “ ZAK CAN ASSESS YOUR COMPANY’S NEEDS AND WORK WITH YOU TO DEVELOP AN APPROPRIATE PROGRAM AND SERVICE LEVEL TO REMOVE AND DISPOSE OF THESE AND OTHER COMPANY MATERIALS PROPERLY.

End-to-End Chain of Custody

- “ **Zak follows the National Institute of Standards and Technology Guidelines for Media Sanitization (NIST Special Publication 800-88) as well as Federal Information Processing Standards (FIPS 200), Minimum Security Requirements for Federal Information and Information Systems for comprehensive information on media sanitization options (per GSA NSA / DOD Approved Degaussers and Declassifiers, and GSA NSA/CSS Approved Degaussers/Shredders).**
- “ **Like Asset Lifecycle Management, the unbroken Chain of Custody is an important part of assuring compliance with data security and environmental management laws. Zak's logistics team can provide additional services related to deployment of new or refurbished assets, on-site degaussing/off-site hard drive shredding or wiping, and data center relocation or deprovisioning.**

Zero Landfill Policy

- “ Zak’s services eliminate data security risk through tested and proven data security and destruction (DOD 5220.22-M compliant) processes.
- “ We adhere to a zero-landfill policy; Zak's commitment to minimum environmental impact means our aim is to recycle 100% of electronic materials because it is the responsible thing to do. Assets are processed in accordance with Zak's strict standards for reuse, recycling, and downstream accountability.
- “ Zak welcomes audits. Since we adhere to a constant commitment to improvement, we believe that customer audits can only help make us a better company.

HIPAA Requirements Are Changing

Is Your Organization Prepared?

- “ The Health Insurance Portability and Accountability Act of 1996 (HIPAA) has been part of the healthcare landscape for years. Now, that same landscape is changing rapidly with the growing adoption of Electronic Health Records (EHR) and the new HIPAA requirements for privacy and security included in the American Recovery and Reinvestment Act of 2009 (ARRA). Understanding these new requirements is a critical challenge for every institution.
- “ **What Does this Mean to You?**
Stricter regulations, larger penalties, stronger enforcement, the inclusion of business associates, and greater public visibility, all place an increased burden on healthcare entities and their partners to understand HIPAA regulations. Firm steps should be taken to bring policies, people, systems and procedures into compliance. If you contract with outside vendors, you also need to evaluate their compliance and ensure that Protected Health Information (PHI) is appropriately safeguarded.
- “ **Be Prepared with Zak**
Zak is a trusted partner to many of healthcare providers in California, safeguarding patient information and providing the most rigorous compliance policies and procedures in the industry. We have maintained a proactive, industry-leading HIPAA compliance program since the regulations were introduced and completed a formal risk assessment to ensure our facilities, processes and training, comply with the new regulations.

Compliance

“ **Gramm-Leach-Bliley Compliance**

The Gramm-Leach-Bliley Act (GLBA) controls the use of consumers' private information. GLBA affects a wide range of financial institutions such as banks, thrifts, credit unions, and insurance firms. Much non-public personal information and personally identifiable financial information is subject to GLBA's privacy controls. Zak's SAS 70 Type II data security provides a comprehensive GLBA compliance solution. Zak's end-of-life hard disk shredding also assures compliance with the Payment Card Industry (PCI) Data Security Standard v2.0. (Institution's penalty per violation; \$100,000.00)

“ **SAS 70**

The Statement on Auditing Standards (SAS) No. 70, for Service Organizations, developed by the American Institute of Certified Public Accountants (AICPA), is a widely recognized auditing standard. SAS 70 Type II compliance demonstrates that an organization has rigorous controls of its organizational activities and objectives. SAS 70 compliance is often related to Sarbanes-Oxley requirements. Zak's stringent methods help assure SAS70 compliance.

“ **SOX Compliance**

To comply with Sarbanes-Oxley, executive officers must attest that they have provided internal controls to ensure they can produce documents related to company financial reporting. This makes it imperative that key data is backed up securely, in accord with rigorous retention policies. However, a corollary is that all confidential and/or insider information must remain secure. Zak's secure data destruction program and rigorous documenting practices assures a compliant paper trail. (Institution's penalty per violation; \$5,000,000.00)

“ **SEC and NASD Compliance**

The Securities and Exchange Commission (SEC) and the National Association of Securities Dealers (NASD) have instituted compliance regulations around storing financial records and electronic communications—in emails, instant messages, and more. Zak addresses SEC and NASD compliance and security requirements by providing detailed reporting that gives regulators a clear idea of the chain of custody of the stored information, and rapid data access for easy auditing.

Information Destruction

- “ According to industry studies, up to 10% of erased hard drives still contain recoverable data. At Zak, we make sure your sensitive data does not fall into the wrong hands.
- “ To prevent such instances recoverable data from occurring, we have designed, tested, and implemented a process to remove all data from hard drives. We are so confident in our proven system, we stand by our process by issuing Certificates of Data Destruction, guaranteeing all sensitive and proprietary data has been removed.
- “ Even old copiers contain internal disk drives with proprietary data. Zak’s program is comprehensive and in addition to hard drives we can shred chips and other sensitive data carrying devices and media.

Steps to Securing Data

- “ Data Erasure ... for client use in on-site data erasure, integrated with our process for reliable results – and no need for re-erasing or redundant handling.
- “ Data Locking ... the fast, convenient way for clients to secure data on equipment in transit, storage, or during temporary moves.
- “ Data Repositories ... the best practices in data security processes require audit proof of an ongoing security process and permanent record of serialized hard drive sanitization – to prove privacy compliance downstream.

E-Waste Management

- “ Zak remains a trusted and respected resource in the eWaste sector because of our 18 years of industry experience and commitment to providing value and quality.
- “ Zak provides its services to corporate customers in the greater San Francisco Bay Area and nationwide by employing the most progressive solution to effectively remove proprietary data, recycle inventory and dispose of eWaste. Our comprehensive asset recovery solutions, equipment handling, and asset rotation and removal services provide low-cost, environmentally friendly alternatives for product disposal.
- “ Some of our biggest customers include Data Center providers, Universities, Hospitals, Banks and Law Firms.

Verifiable hard drive data destruction

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when failure is not an option

- “ Research suggests that 1 out of every 4 so-called DoD-compliant erasures fails to completely remove all data.
- “ It is imperative to protect proprietary data and licensed software on IT equipment – at the desktop, in quarantine and in transit – to prevent a security breach should the equipment be lost or stolen. And in these privacy sensitive times, it is vital to verify and document final data destruction prior to an asset's sale or disposal.
- “ For this reason, major companies facing legal liabilities, huge fines, and negative publicity stemming from consumer privacy issues, Patient Healthcare Information and other security breaches, have consistently relied on Zak’s integrated data erasure procedures. Because we get it right the first time.

Again...Why Zak?

- “ With our strict security practices, extensive expertise, proven controls and a documented Chain-of-Control, you can rely on Zak to deliver upon your media destruction needs.
- “ Choosing Zak as a trusted provider of secure media destruction can yield many benefits:
 - “ Destruction of a broad range of magnetic media, including CDs, backup tapes, film, photos, badges, disks, X-rays and bank cards.
 - “ Secure transportation of sensitive information.
 - “ Trained and rigorously screened personnel.
 - “ Accountability with a documented workflow.
 - “ An environmentally friendly waste-to-energy smelting process that also ensures complete destruction.
 - “ Available on a project basis, our Secure Media Destruction Service uses Zak’s proven methodologies that ensure reliability and consistency from collection through final destruction.
- “ Zak is a member of the National Association for Information Destruction (NAID), an global trade association for companies providing information destruction services, and is ISO 14001 compliant. Ask for an audit package today.
- “ CA EPA ID # CAL000343770

Statement of Process

- “ Zak provides a number of services, including onsite degaussing, DOD wipes, and full plant-based hard drive destruction using its Untha HD shredder.
- “ After circuit board disassembly, physical destruction destroys platters to prevent spinning.
- “ The customer is fully notified and given a complete report of the destruction method.

Contacting Us

Zak's fully secure 25000 square foot facility is located in Santa Clara, California.

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