

Data Sanitization Methods

Confused about what type of data sanitization method your organization should be using on each type of data? This cheat-sheet will help you determine which data erasure methods you should use for specific file types and data storage applications.

| Type of Data | Data File Type | Data Storage Application | Server location | Other location | Cloud | Best Data Sanitization Method |
|--------------|----------------------|--------------------------|-----------------|----------------|-----------------------|-------------------------------|
| Financial | Excel | Microsoft Excel | On Premise | Laptop | No | Targeted file erasure |
| | PDF | Adobe PDF | | | | Targeted file erasure |
| | Text | Microsoft Word | | | | Targeted file erasure |
| | Slides | Microsoft PPT | | | | Targeted file erasure |
| | Database | SAP | Data center | | Yes | Complete HD wipe |
| | Email | Office 365 | | | Yes | Targeted file erasure |
| | Video | Webex Recordings | File Server | | Yes | Targeted file erasure |
| HR | Excel | Microsoft Excel | On Premise | Laptop | No | Targeted file erasure |
| | PDF | Adobe PDF | | | | Targeted file erasure |
| | Text | Microsoft Word | | | | Targeted file erasure |
| | Slides | Microsoft PPT | | | | Targeted file erasure |
| | Database | SAP | Data Center | | Yes | Complete HD wipe |
| | Email | Office 365 | | | Yes | Targeted file erasure |
| | Video | Vimeo | | | Yes | Targeted file erasure |
| Dev-Ops | Source code | Code Repository | | PC | Yes | Targeted file erasure |
| | Applications | QC Instances | Data Center | | | Targeted file erasure |
| | Excel | Microsoft Excel | On Premise | Laptop | No | Targeted file erasure |
| | PDF | Adobe PDF | | | | Targeted file erasure |
| | Text | Microsoft Word | | | | Targeted file erasure |
| | Slides | Microsoft PPT | | | | Targeted file erasure |
| | Database | SAP | Data Center | | Yes | Targeted file erasure |
| | Email | Office 365 | | | Yes | Targeted file erasure |
| Video | Webex Recordings | File Server | | Yes | Targeted file erasure | |
| Sales | Customer records | Salesforce | | | Yes | Targeted file erasure |
| | Excel | Microsoft Excel | On Premise | Laptop | No | Targeted file erasure |
| | PDF | Adobe PDF | | | | Targeted file erasure |
| | Text | Microsoft Word | | | | Targeted file erasure |
| | Slides | Microsoft PPT | | | | Targeted file erasure |
| | Database | SAP | Data Center | | Yes | Targeted file erasure |
| | Email | Office 365 | | | Yes | Targeted file erasure |
| | Video | Webex Recordings | File Server | | Yes | Targeted file erasure |
| Operations | Process control data | ERP | Data Center | | No | Targeted file erasure |
| | Excel | Microsoft Excel | On Premise | Laptop | No | Targeted file erasure |
| | PDF | Adobe PDF | | | | Targeted file erasure |
| | Text | Microsoft Word | | | | Targeted file erasure |
| | Slides | Microsoft PPT | | | | Targeted file erasure |
| | Database | SAP | Data center | | Yes | Targeted file erasure |
| | Email | Office 365 | | | Yes | Targeted file erasure |
| | Video | Webex Recordings | File server | | Yes | Targeted file erasure |

| Type of Data | Data File Type | Data Storage Application | Server location | Other location | Cloud | Best Data Sanitization Method |
|--------------|---------------------|--------------------------|-----------------|----------------|-------|-------------------------------|
| Call center | Transaction records | CRM | Data center | | No | Targeted file erasure |
| | Excel | Microsoft Excel | On Premise | Laptop | No | Targeted file erasure |
| | PDF | Adobe PDF | | | | Targeted file erasure |
| | Text | Microsoft Word | | | | Targeted file erasure |
| | Slides | Microsoft PPT | | | | Targeted file erasure |
| | Database | SAP | Data Center | | Yes | Full disk erasure |
| | Email | Office 365 | | | Yes | Targeted file erasure |
| | Video | Webex Recordings | File Server | | Yes | Targeted file erasure |
| Suppliers | Orders/invoices | ERP | | | | Targeted file erasure |
| | Product Design data | CAD | | | | Targeted file erasure |
| | Excel | Microsoft Excel | On Premise | Laptop | No | Targeted file erasure |
| | PDF | Adobe PDF | | | | Targeted file erasure |
| | Text | Microsoft Word | | | | Targeted file erasure |
| | Slides | Microsoft PPT | | | | Targeted file erasure |
| | Database | SAP | Data Center | | Yes | Full disk erasure |
| | Email | Office 365 | | | Yes | Targeted file erasure |
| Regulators | Video | Webex Recordings | File Server | | Yes | Targeted file erasure |
| | Audit reports | PDF | 3rd Party | | No | Targeted file erasure |
| | Excel | Microsoft Excel | On Premise | Laptop | No | Targeted file erasure |
| | PDF | Adobe PDF | | | | Targeted file erasure |
| | Text | Microsoft Word | | | | Targeted file erasure |
| | Slides | Microsoft PPT | | | | Targeted file erasure |
| | Database | SAP | Data Center | | Yes | Targeted file erasure |
| | Email | Office 365 | | | Yes | Targeted file erasure |
| Auditors | Video | Webex Recordings | File Server | | Yes | Targeted file erasure |
| | Excel | Microsoft Excel | On Premise | Laptop | No | Targeted file erasure |
| | PDF | Adobe PDF | | | | Targeted file erasure |
| | Text | Microsoft Word | | | | Targeted file erasure |
| | Slides | Microsoft PPT | | | | Targeted file erasure |
| | Database | SAP | Data Center | | Yes | Targeted file erasure |
| | Email | Office 365 | | | Yes | Targeted file erasure |
| Legal | Video | Webex Recordings | File Server | | Yes | Targeted file erasure |
| | Excel | Microsoft Excel | On Premise | Laptop | No | Targeted file erasure |
| | PDF | Adobe PDF | | | | Targeted file erasure |
| | Text | Microsoft Word | | | | Targeted file erasure |
| | Slides | Microsoft PPT | | | | Targeted file erasure |
| | Database | SAP | Data Center | | Yes | Full disk erasure |
| | Email | Office 365 | | | Yes | Targeted file erasure |

For more information about creating a data sanitization policy across your organization, [contact us](#) today.