Corporate Policy for the Disposal of ICT Equipment & Software

Introduction
It is important that all obsolete hardware and software is disposed of in a timely and secure manner, to reduce the risk of sensitive information falling into the public domain. This document sets out the Corporate Policy for disposing of ICT equipment to reduce that risk.

Objectives of the Policy

- To establish a clear procedure which ensures all hardware and software is disposed of in a responsible manner in line with Council requirements.

- To reduce the risk of sensitive information getting into the public domain i.e. Personal information.

- To ensure, where possible, that disposal is undertaken in an environmentally friendly manner.

- To ensure that disposal is undertaken in accordance with the Waste Electronic and Electrical Equipment (W.E.E.E) directive for other organisations and the Data Protection Act (1998).

Scope of the Policy
This procedure applies to all employees of the Council and responsible contractors acting on behalf of the Authority and relates to ICT assets identified as surplus to requirement., and includes;

Hardware which is out of warranty and no longer functions e.g. PCs, thin clients, printers, CRTs, flat screens etc

- Servers which have become obsolete and have faults which cannot be repaired

- PCs which have been replaced and are out of warranty

- Redundant backup tape media

- PC hard discs and memory from obsolete PCs and servers

- Racking/Server Cabinets

- Application media / software disks not required

- Networking Equipment e.g. Switches, Routers

- Printers and Scanners

- Handsets

The Policy

The Council policy on ICT Equipment Disposal is as follows:

Disposal

Disposal of hardware and software will be undertaken as part of Steria's contracted IMACD (Incidents, Moves, Additions, Changes and Disposals) service. In providing this service Steria will adhere to the detail of this policy and apply the Change Management process to record and manage all related activities.

Proper disposal may include secure erasure, equipment redeployment as well as actual destruction and is dependent on the category under which the hardware or software falls.

- Equipment or software identified as requiring disposal will be recorded and managed using the Change Management process. Before the equipment is collected by the recycling company the equipment list will be approved by the ICT Manager.

- Equipment or software will be retained for no longer than 4 weeks or until 20 items (i.e. larger category, e.g. PCs, Printers, Servers) are ready for collection, before disposal.

- Prior to the disposal of broken or damaged PCs, laptops or servers, all hard disks and memory will be removed.

- Hard discs and tape media will be destroyed by Steria's preferred recycling company, and the destruction will be certified. The certificate will be supplied to ICT as soon as received.

- Memory modules will be retained in store for possible re-use.

- Obsolete software, USB keys and CDs: these will be destroyed before local disposal to ensure that data cannot be recovered.

- The equipment to be disposed of in an environmentally friendly manner i.e. recycled or reused. The recycling company will provide documentation covering all equipment recycled or disposed of, including equipment Asset Numbers.

- Equipment will only be scrapped if all other methods have been exhausted and then only in accordance with the terms and conditions of an authorised refuse handling facility.

How to request the Disposal of ICT Equipment
Procedure
Service area system administrators shall be responsible for determining when they are in possession of assets that are no longer required by their service. Service areas are prohibited from selling, transferring or disposing of any assets to a Council employee, individual, or entity outside of the Authority.

Equipment which no longer has a useful purpose to a particular service area but may be used by another service area is classified as **excess** property. Equipment which no longer serves a useful purpose to the Authority is classified as **surplus** property.

To arrange for the disposal of ICT Equipment

1. The Systems Administrator or Manager shall log a call with the Steria Helpdesk.
2. Steria will collect the equipment, update the Asset Database and place the equipment in store.
3. ICT will determine whether the equipment is excess or surplus
4. Surplus equipment will be disposed of by Steria in line with the policy above.
5. Excess Equipment will be reused by ICT at their discretion.

These guidelines have been developed in order to maintain accountability and quick removal of property from service areas.