



Disposal of IT Equipment Policy

Document date: May 2023



Together, pursuing life in all its fullness

Version	Date	Author	Changes
V1	May 2023	Louise Beale	Initial Issue

Review frequency	3 years
Review date	May 2026
Ratified by	Trust Leadership Team
Date of ratification	2 nd May 2023
Lead/owner	Head of Operation and Compliance
Target audience	All staff
Document reference	POL-IT04

The electronic version is the definitive version of this document.

Contents

1.0 Aims

2.0 Authorisation for Disposal

3.0 Disposal

4.0 Moving Devices

5.0 Multi-Function Devices, Photocopiers and Printers

6.0 Smart Phones and Tablets

7.0 Sale of IT Equipment

1.0 Aims

In accordance with its Net Zero targets, the Trust refurbish and redeploy equipment when necessary and where possible. Where it is not possible to extend the useful life of ICT equipment, it must be recycled or disposed of in line with this policy to ensure business continuity and security of data.

This policy outlines the Trust commitment to appropriate disposal of IT equipment in order to ensure :

- Compliance with the government Health and Safety Executive Waste Electrical and Electronic Equipment (WEEE) recycling requirements.
- Compliance with the Data Protection Act in relation to secure disposal of personal data.
- Deletion of confidential or sensitive non-personal data to avoid breach of confidence, breach of contract or commercial damage.
- Deletion of software which is under license to avoid breach of licenses.
- Recovery of any residual monetary value of IT equipment where appropriate.

2.0 Authorisation for Disposal

Authorisations for disposal of assets must be in accordance with the financial limits in the Trust Scheme of Delegation.

Headteachers or central Heads of department should ask the following questions before disposal is agreed to ensure maximum effective use and value for money from the device is achieved:

- 1) Can any warranty or service agreement be extended to gain further safe use from the device?
- 2) Can the device be safely redeployed in order to extend its useful life?
- 3) Can manual updates or protections be secured to allow the extension of use of a device which is out of warranty or service agreement?
- 4) Can the device be utilised out of warranty without risk to the Trust?

Only once the answers to these questions have been considered will disposal or resale be agreed.

If a school has no further use for a device but it still has usable life, it should be notified to the Trust IT Manager for redeployment elsewhere in the Trust.

3.0 Disposal

- Disposal must ensure that all storage on IT devices is securely wiped, and this is achieved using one of the third party IT disposal organisations that has a data sharing agreement in place with the Trust for IT disposal services. Contact the Trust IT Manager for further information about the IT Disposal facilities available to the Trust.
- IT equipment without storage (for example keyboard, mouse etc) is also subject to WEE disposal requirements and must be disposed of through appropriate IT disposal methods. If unsure, contact the IT Manager for advice.
- The IT disposal company must adhere to the relevant standards and provide the relevant certificates of destruction and copies of waste consignment notes.
- Prior to leaving the possession of the trust, devices must be wiped completely or reset to factory settings to ensure that all data and any software licensed to the Trust is removed.
- Disposal of all IT equipment should be logged on the Academy or central Asset Register.

4.0 Moving Devices

There are two key risks associated with moving devices between staff:

- There is a risk that if a device has been used for illegal purposes by one user, evidence of that activity will remain on the device when it is transferred to a new user. This makes it unclear in any investigation as to who is responsible for any illegal activity.
- New users may have access to confidential or personal data which had been previously stored on the device.

In order to mitigate this risk it is Trust policy that all devices are data wiped when being permanently transferred from one individual to another.

5.0 Multi-Function Devices, Photocopiers and Printers

Multi-function devices, photocopiers and printers have hard disks on which electronic copies of documents which have been photocopied, printed or scanned are stored during the operation of the device. Such hard disks must have their data removed by either data wiping or physical destruction which is dependent upon the level of risk associated with the device when it is decommissioned. As part of the contractual arrangements with suppliers, the Trust is provided with proof of data destruction when the device is returned on termination of the lease.

6.0 Smart Phones and Tablets

All smart phones and tablets must have their data removed by being reset to factory default or by physical destruction dependent on the level of risk associated with the device and the data it has held when the device is decommissioned. If a device cannot be reset to factory default due to hardware malfunction then it must be physically destroyed.

7.0 Sale of IT Equipment

Where IT equipment has a residual value the Trust may choose to resell equipment if it is cost effective to do so. All sales must be agreed by the Trust IT Manager.