



THE REDWAY SCHOOL

DISPOSAL OF INFORMATION TECHNOLOGY (IT) EQUIPMENT AND MEDIA POLICY

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1. Introduction

This policy provides the procedures that must be followed for the disposal of all computer equipment. It covers the area of data protection, software licences and the disposal of media and equipment.

2. Procedure for the Disposal of IT Equipment

All IT equipment is subject to Waste Electronic and Electrical Equipment (WEEE) Directive. It is illegal to dispose of IT equipment in external rubbish bins or waste skips. This procedure for the collection and removal of IT equipment maximises the reuse and recycling of such equipment. This procedure applies to all IT hardware including any associated equipment such as laptops, printers, keyboards, mice, cables, hard drives, network cables.

Employees wishing to dispose of equipment must first inform IT so the equipment can be considered for redeployment within The Redway School. Staff equipment being upgraded as part of the rolling programme will be handled by IT. Authority to dispose of IT equipment must first be obtained from the IT Network Manager.

If no alternative use for the equipment is found, then subject to the School's financial regulations, any equipment having a residual value may be offered for sale to School employees. Any equipment sold must be recorded in the School's asset management system including asset ID number, the serial number, model and all software, including the operating system, must be removed. If the equipment cannot be redeployed or sold, the possibility of donation to a charity or community project can be explored. Equipment that cannot be redeployed, sold, or donated should be disposed of by IT. The equipment will be stored and collected by a company under the WEEE regulations.

3. Data

All data (including encrypted data) should, by default, be considered potentially sensitive. Any removable storage media such as CDs, DVDs, and USB storage should not be passed on with the equipment. It is the responsibility of IT to ensure that the removal of software and data is carried out prior to the disposal of the equipment. This process must not be delegated to any person outside the School without strict contractual obligations being imposed. Trained, authorised staff within IT will undertake the secure removal of information. These members of staff have access to the recommended tools for secure erasure and would be approved by IT in their use.

Obsolete computer equipment may have little or no residual financial value but may still hold valuable information and/or software. Pending removal of data, care should be taken to ensure secure storage of equipment and control of access.

Any removable storage media such as CDs, DVDs, and USB storage required to be destroyed should not be binned but sent to IT for secure discard.

4. Data Protection

All IT equipment capable of storing information must comply with the Data Protection Act when being disposed. This will require the secure erasure/discard of all information prior to disposal.

5. Licenced Software

All School licenced software must be removed prior to the equipment leaving the possession of the School.