



# BISHOP CHALLONER CATHOLIC COLLEGE

## DISPOSAL OF ICT EQUIPMENT: PROCEDURES

### INTRODUCTION

On 1 July 2007, new Waste Electrical and Electronic Equipment (WEEE) regulations came into effect, with the aim being to reduce the impact of goods such as IT equipment on the environment by increasing re-use and recycling, and reducing waste going into landfill. This document sets out to inform staff about the procedures which should be followed for the disposal of ICT Equipment including computers, laptops, notebooks, PDAs, monitors, printers, external hard drives, visualisers, mobile phones, voting pads, digital cameras, digital video cameras.

### RESPONSIBILITIES

Departments/individuals are responsible for following the correct procedures for ICT equipment disposal, either if the item has been purchased by the department/individual or it has been purchased centrally through the ICT Support Department.

### WARRANTIES

The school normally purchases three year warranties for laptops, PCs and monitors. This makes it unlikely that any such item will be useful for less than three years, as the equipment should be repaired or replaced as appropriate during this period.

### DATA PROTECTION ACT AND DATA SECURITY

Under the Data Protection Act 1998, it is the school's responsibility to remove any personal data stored on the hard drives of computers. Other data may be confidential and should be removed also. Just hitting the delete key is **not** enough to wipe data from hard drives. Specialist software must be used.

### PROCEDURES FOR DISPOSAL

The following outlines the procedures which should be followed when disposing of an ICT Asset.

1. Inform the ICT Support Department about the item. They will check that the item is out of warranty, fully depreciated and not leased.
2. If the asset is to be disposed it must be passed on to the ICT Support Department who will contact an Approved Authorised Treatment Facility (AATF) for Waste Electrical and Electronic Equipment (WEEE). This organisation will make sure all data is deleted securely if necessary and will dispose of the item legally.
3. The ICT Support Department will amend the ICT Asset Register and inform the Finance Department. Items that have been purchased by departments (not centrally) should also amend their Department Asset Register.
4. If the item has been purchased under a lease agreement the ICT Support Department will liaise with the Finance Department regarding its disposal.
5. In some cases authority for disposal will need to be given by the Governors.

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