



# HALE CE

## PRIMARY SCHOOL

### Disposal of Redundant ICT Equipment Policy

**H**earth of the Community

**A**cepting everyone

**L**ove of God and neighbour

**E**xcellence for all

Adopted by GB at Summer Term Meeting -

## Disposal of Redundant ICT Equipment Policy

- All redundant ICT equipment should be disposed of through an authorised agency or via the Halton Borough Council disposal scheme. This should include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data. Hale CE Primary school disposes of its ICT equipment through HBC.
- If ICT Equipment is to be disposed of via the Council's disposal scheme, details **MUST** be entered via the **IWantIT** portal selecting the Asset Disposal option and filling in all of the required details or emailed to the Halton Borough Council Schools manager. ICT Services will then arrange to have the equipment collected from the school and ensure that all asset information is passed back to the school. It is the responsibility of the school to ensure that any data that is of a confidential or personal nature is removed.
- All redundant ICT equipment that may have held personal data must have the storage media over written multiple times to ensure the data is irretrievably destroyed. If the storage media has failed it will be physically destroyed. We will only use authorised companies who will supply a written guarantee that this will happen
- Disposal of any ICT equipment will conform to:

The Waste Electrical and Electronic Equipment Regulations 2006

The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007

<http://www.environment-agency.gov.uk/business/topics/waste/32084.aspx>

[http://www.opsi.gov.uk/si/si2006/uksi\\_20063289\\_en.pdf](http://www.opsi.gov.uk/si/si2006/uksi_20063289_en.pdf)

[http://www.opsi.gov.uk/si/si2007/pdf/uksi\\_20073454\\_en.pdf?lang=e](http://www.opsi.gov.uk/si/si2007/pdf/uksi_20073454_en.pdf?lang=e)

Electricity at Work Regulations 1989

[http://www.opsi.gov.uk/si/si1989/uksi\\_19890635\\_en\\_1.htm](http://www.opsi.gov.uk/si/si1989/uksi_19890635_en_1.htm)

- The school, through its SLA with Halton Borough Council will maintain a comprehensive inventory of all its ICT equipment including a record of disposal
- The school's disposal record will include:
  - Date item disposed of
  - Authorisation for disposal, including:
    - verification of software licensing
    - any personal data likely to be held on the storage media? \*
  - How it was disposed of eg waste, gift, sale

- Name of person & / or organisation who received the disposed item

\* if personal data is likely to be held the storage media will be over written multiple times to ensure the data is irretrievably destroyed.

- Any redundant ICT equipment being considered for sale / gift will have been subject to a recent electrical safety check and hold a valid PAT certificate. All software and data relating to the school should have been removed and the hardware reset to factory default.

Further information available at:

## **Waste Electrical and Electronic Equipment (WEEE) Regulations**

### **Environment Agency web site**

Introduction

<http://www.environment-agency.gov.uk/business/topics/waste/32084.aspx>

The Waste Electrical and Electronic Equipment Regulations 2006

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### **Information Commissioner website**

<http://www.ico.gov.uk/>

**Data Protection Act - data protection guide, including the 8 principles**

[http://www.ico.gov.uk/for\\_organisations/data\\_protection\\_guide.aspx](http://www.ico.gov.uk/for_organisations/data_protection_guide.aspx)

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