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**East Dunbartonshire Council**

[www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk)

# **Information and Communication Technology**

## **ICT Disposal Policy and Procedure 2015**



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## 1. Introduction

This document aims to outline the steps that East Dunbartonshire Council (EDC) takes to ensure that all ICT equipment is disposed of in a safe, secure and ethical manner adhering to government waste disposal, data protection and destruction standards as well as any other legal requirements.

### References

The Data Protection Act 1998 states that appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.  
<http://www.legislation.gov.uk/ukpga/1998/29/data.pdf>

The Waste Electrical and Electronic Equipment Regulations (WEEE) states that unwanted computer equipment must be disposed of in an environmentally friendly manner.  
<http://www.hse.gov.uk/waste/waste-electrical.htm>

Copyright, Designs and Patent Act (1988)  
<http://www.legislation.gov.uk/ukpga/1988/48/data.pdf>

## 2. Scope

It is vital to realise that electronic devices and media can hold vast amounts of information, some of which can be held indefinitely. Secure disposal will ensure that 'restricted data' does not find its way into unauthorised hands.

Restricted data can be defined as -

1. Sensitive personal data
2. Personal data
3. Commercially sensitive data

This policy provides guidance for the disposal of ICT Equipment to minimise the risk of sensitive information leakage to any unauthorised parties. It applies to all items of ICT equipment outlined within this document and applies to all East Dunbartonshire Council employees, contractors and users of ICT equipment.

## 3. Purpose

The purpose of this document is to set out the process that must be followed for the disposal of all ICT related equipment. This includes, but is not exclusive to, Personal Computers (desktops, laptops or tablets), Personal Data Assistants (PDAs), printers (including multi functional devices), scanners, SMART and Mobile phones, miscellaneous peripheral equipment including network and telecommunications equipment (routers, hubs, switches, wireless access points etc). All items of ICT related equipment must be disposed of using the process documented within this document. East Dunbartonshire Council does not under any circumstances permit the gifting or resale of any ICT equipment to other parties, charities or council employees.

## 4. Procedure

All requests for the disposal of ICT equipment should be made through the ICT Service Desk ([it.serviceline@eastdunbarton.gov.uk](mailto:it.serviceline@eastdunbarton.gov.uk)) The request must include the

information listed below for each item.

1. Location
2. What is to be uplifted (e.g. Monitor, Computer, Printer etc)
3. Make
4. Model
5. Serial Number
6. Asset Tag
7. Contact Name
8. Contact Telephone / E-Mail

The Service Desk will pass the relevant information to the ICT Configuration Manager (ICT Project Leader-Corporate Support) who will authorise that all the equipment listed can be sent for disposal. After receiving authorisation this information will be retained for future reconciliation, the Service Desk will liaise with the disposal company and arrange a suitable date for the uplift. The requester will be contacted within 5 – 10 days to confirm when their uplift will take place. **During this period under no circumstances should the authorised list of equipment be added to or items remove.**

It is the responsibility of the requester to ensure that equipment is stored securely until the uplift takes place.

The Service Desk will update the relevant spread sheet (H/Public/IT/ServiceDesk/*company name*) Uplift & Disposal of Equipment with the information pertaining to this uplift. This spread sheet will contain all historic information for reconciliation.

As part of the uplift procedure, the uplift company representative will complete and sign a collection Pro-Forma detailing all equipment that has been uplifted. The appropriate contact at each location will also confirm and co-sign the pro- forma.

**All completed pro-forma must be send to the ICT Service Desk as confirmation of what has been uplifted.**

Once the equipment has been uplifted, all required paperwork and reports will be passed to the Service Desk (normally 28 days after the equipment has been uplifted). This information is saved to H/Public/IT/ServiceDesk/*company name* Uplift & Disposal of Equipment/Reports (and then a file created for the Month the uplift took place and documents saved under that date).

A copy of the above information / reports will also be sent to the ICT Support Team Leader.

For Audit purposes reconciliation can now take place from the sources below

1. Equipment identified and authorised to be uplifted.
2. Equipment confirmed as uplifted by the disposal company and site contact.
3. The reports outlining the disposed equipment.

4. Cross reference against any payment received from the uplift company

## 5. Software and Licenses

East Dunbartonshire Council is fully committed to working with FAST (Federation Against Software Theft) to achieve fully legal status by complying with all the requirements of any computer software purchased and used within the Council. East Dunbartonshire Council staff are expected to respect all copyrights of any software used and fully adhere to all the terms and conditions of any software licence to which East Dunbartonshire Council is a party.

When requesting the disposal of any ICT equipment that may contain software (Desktops, Laptops, Tablets etc) it is essential that staff liaise with the ICT Service Desk (601-8888) to ensure the appropriate action is taken with regard to re-allocating / re-using or disposing of appropriate software / licenses.

It is the responsibility of the department / end user to ensure that a device scheduled for disposal does not have any files or information stored locally e.g. on the desktop. All information stored locally **MUST** be moved to an appropriate network drive or it will be lost.

## 6. Information

If you require any further information or clarification please contact the ICT Service desk –

Telephone – 601-8888

E-Mail – [it.serviceline@eastdunbarton.gov.uk](mailto:it.serviceline@eastdunbarton.gov.uk)