

IT Equipment Disposal Policy

1. Purpose and scope

3. Why procedures for managing IT equipment disposal are important and the consequences of non-compliance
 - 3.1 The development of sophisticated data retrieval techniques mean that information previously thought to be deleted from University-owned devices can now be 'reformed' or 'undeleted'; this creates significant risks for the University, including risks to persons to whom data relates, reputational damage, and regulatory enforcement action which can amount to substantial monetary penalties for breaches of the security principle of the GDPR and DPA.
 - 3.2 The disposal of IT equipment therefore requires careful, professional handling to ensure that it is done securely and competently
 - 3.3 Staff may need to transfer software to another device, before equipment is disposed of; staff should contact DTS department to discuss their requirements, including re-use of software
 - 3.4 Internal re-use of IT equipment can bring benefits to the University in terms of sustainability and best use of resources. However, the University needs to ensure that the locations and users of University assets are monitored and recorded. Some assets may be unsuitable for re-use or reuse due to factors such as the age and/or performance of the device and/or the resources required to maintain and update aged devices.
4. Scope
 - 4.1 This policy applies to all staff, students and anyone who uses and/or disposes of University-owned and/or managed IT equipment.
 - 4.2 It applies to University-owned and/or managed Data Holding Devices and any other data storing device not listed above
5. Requirements and Key Principles
 - 5.1 Where possible and appropriate, consideration will be given to whether IT equipment can be reused internally, prior to sending for disposal. All devices must be wiped and reimaged by DTS before being reused.
 - 5.2 When a University-owned and/or managed Data Holding Device is no longer required it must be securely disposed of in line with current disposal procedures (as detailed in 54). For non-data holding devices (for example accessories such as monitors or keyboards), consideration should be given as to whether it can be re-used in accordance with the University's current Re-use Policy.
 - 5.3 University-owned and/or managed IT equipment must not be sold or given away to third parties. University-owned and/or managed IT equipment, capable of holding University data (such as laptops, desktops, hard drives, mobiles and USBs) must not be given to any member of staff, student or third party without prior approval from DTS. This includes equipment bought with research grants. Peripheral IT items,

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7. Related policies, procedures, guidelines or regulations

Key related policies and rules:

- Information Security Policy
- Data Protection Policy.
- Bring Your Own Device Policy

Related Information Security Policies can be found at:

<http://www.reading.ac.uk/internal/imps/policiesdocs/imppolicies.aspx>

Policies superseded by this policy

IT Equipment Disposal Policy V1.2

Version	Keeper	Reviewed	Approved by	Approval date
1.0	Environmental & Sustainability Manager	Every two years	ISWG	26/03/2015
1.1	Sustainability Officer/Data Protection Officer	Every two years	ISG	18/07/2017
1.2	Sustainability Officer/Data Protection Officer	Every two years	ISG	09/12/2019
2.0	Sustainability Services/IMPS	Every two years	(C) ISG	17/05/2022