

Disposal of IT Equipment Policy

Author Sarah Fulford
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UNIVERSITY OF
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Document Author:	Sarah Fulford
Responsible Person and Department:	Fiona Greig, Knowledge & Digital Services
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Summary: This Policy covers the process covering the safe and legal disposal of any University-owned information technology (IT) equipment. This Policy is closely aligned to the Waste Management Policy and does not in any way replace that policy.	

1. INTRODUCTION

This Policy has been authored in liaison with Estates and Facilities Management (EFS) to enhance the Waste Management Policy and to provide clarity on the correct process for the control and disposal of University IT assets.

2. POLICY STATEMENT

The University purchases a wide range of IT equipment from phones to servers; every item that is purchased by the University must be accounted for by the end user, their Faculty or Professional Service Department or by Knowledge and Digital Services. During the useful life of the products, IT are responsible only for assisting with warranty claims or facilitating repairs, where appropriate.

However, at the end of the products' useful life, IT Services undertake the safe and correct disposal of equipment that has been purchased by Knowledge and Digital Services on behalf of the University.

This is so that we can:

- Take all reasonable steps to avoid products being disposed of incorrectly
- Protect stored data by ensuring complete data destruction

- Work with disposal companies to maximise recycling
- To reduce, as far as is possible, all land fill
- To stop the unwanted transportation of waste to another country for landfill
- Inform Finance so that all University Financial Regulations are adhered to

3. DISPOSAL PROCESS FOR 'END OF LIFE' EQUIPMENT

When an item has been identified as 'end of life', a Servicedesk call is to be logged by the user to request disposal.

Depending on size, the equipment can either be delivered by the user to the IT Servicedesk in the Martial Rose Library (King Alfred Quarter) or if large (or many items), Knowledge and Digital Services can arrange collection from an agreed location.

All items will be collected together off-site, record all relevant information – asset number, serial number, original purchase order etc – and complete the Disposal documentation for Finance (to comply with the Financial Regulations for the University).

On receipt of the signed documentation, the equipment is collected by a registered WEEE contractor (vetted by the University) for safe and complete data destruction and proper recycling of all items.

4. DISPOSAL OF ITEMS TO CHARITY

We work with alternative WEEE contractors who run charitable foundations where old IT equipment which is still working can be re-used. In these special circumstances, Knowledge & Digital Services work with the charity (confirming they are qualified to handle both the items, data destruction and are compliant) so that they can make best use of the items being donated.

Due to staffing and technical constraints we cannot undertake to work with other charities due to the administrative burden and the impact on the current WEEE contractor arrangements.

5. SELLING EQUIPMENT TO STAFF AND STUDENTS

Due to tax implications and the general administrative burden, the difficulties of transferring ownership and WEEE compliance, the University do not sell equipment to staff or students.

6. NOT COVERED BY THIS POLICY

This Policy does not cover the disposal of any other records (paper or electronic) and users must follow the correct procedure depending on the nature the waste, bearing in mind confidentiality and GDPR regulations.