

Information Security Policy

Workstation Disposal Policy

1. Introduction

1.1. This policy defines the University's requirements regarding the disposal of IT equipment when it reaches end of life. Since the introduction of WEEE [Waste Electrical and Electronic Equipment Directive 2002/96/EC and 2003/108/EC]

2. Background

2.1. With the introduction of WEEE the University would be held liable if equipment that had belonged to it were found being disposed of in an unauthorised way. To prove that it has not been disposed of illegally documentation should be kept that proves that the workstations were either picked up and disposed of by the manufacturer that replaces it, or by proving that it has been transferred to an approved authorised treatment facility.

2.2. Where equipment was manufactured after 13th August 2005 it is the responsibility of the manufacturer to dispose of it. Equipment that was manufactured prior to 13th August 2005 can be disposed of legally in 2 ways:

2.2.1. By replacing the equipment with an equivalent – it is the manufacturer's responsibility to dispose of the old one;

2.2.2. By using an authorised disposal firm.

Note: In most cases there will be an extra charge for certifying that data has been wiped from the equipment.

3. Purpose

3.1. The purpose of these regulations is to:

3.1.1. Ensure that the University abides by the WEEE laws concerning disposal of waste.

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- 3.1.2. Prevent the loss of data which are the intellectual property right of the University.
- 3.1.3. Prevent potential contravention of Copyright Design and Patents Act 1988 [also Trade Marks Act 1994] by leaving software on the machine that is only licensed for use in connection with the University.
- 3.1.4. Prevent potential contravention of the Data Protection Acts 1984 & 1998 and likely damage to the Universities reputation.

4. Scope

- 4.1. This policy applies the disposal of all IT equipment and as such includes for examples PC's Apple Macs, mobile phones and printers. It works within and makes reference to the University wide Waste Management Policy and disposal policy.

5. Policy

- 5.1. IT equipment must be disposed of in compliance with the University Waste Management Policy. Disposal must follow the fixed asset disposal procedure specified by procurement:
<http://www.sussex.ac.uk/sef/services/waste>
- 5.2. IT equipment must be cleared of all data. This must be achieved by ensuring that the wiping of data is specified when the order is placed for new equipment and the manufacturer is removing the old equipment. Where the manufacturer is not asked to remove the old equipment the Authorised Approved Treatment Facility used should offer a certified wiping of data from the disks. ITS keeps a list of suppliers that can meet these recommendations.

6. Responsibilities

- 6.1. Where IT equipment is being replaced it is the responsibility of the person buying the new IT equipment to arrange for the safe disposal.
- 6.2. Where IT equipment is not being replaced then the person or post responsible for the purchase should ensure safe and legal disposal.

IT Services

Ownership:

Owner	Department/Team
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Revision History:

Version Number	Status D/R/A/I ¹	Date Issued	Reason for Issue	Issued by
1.11	I	29/01/08	Approved by ISC	Tessa Rogowski
1.12	I	6/15	Reformatted. Add policy control page.	PD
1.2	I	20 June 2017	Minor Amendments	MT

¹ D = Draft; R= Ready for approval; A = Approved for issue; I = Issued