

HALEWOOD TOWN COUNCIL

POLICY FOR THE DISPOSAL OF IT EQUIPMENT

1. Purpose of Policy

- 1.1 This document provides the policy guidelines and operational procedures to follow when dealing with I.T. equipment (including personal computers, laptops, printers, scanners, servers and hand held devices) which are no longer required for Town Council use. In doing so, the document ensures that the Town Council meets its obligations in relation to data security and software licence requirements and its social and environmental responsibilities.
- 1.2 It is essential that the disposal of such equipment is disposed of in accordance with the guidance set out in the document. This revised policy is designed to streamline and improve the current process.

2. The Proposed Methodology

2.1 Initial Considerations

- 2.1.1 The prime consideration throughout this policy is to comply with the Data Protection Act and maintain security of data held on the Town Council's computer equipment. Once this has been fulfilled, the environmental and social inclusion aspects can be brought into consideration.
- 2.1.2 At the point that the equipment is no longer required by the Town Council it is important for the Town Manager or his representative to establish whether the surplus equipment is leased, and , if it is, to identify the action that the leasing company wishes to take. If the leasing company requests the return of the equipment, it **must** be data cleansed prior to release, with all associated costs met by the Town Council releasing the equipment.
- 2.1.3 Once it has been established that the equipment is owned by the Town Council a decision will need to be taken as to whether the equipment still has a business use. This decision should be based upon the age and specification of the equipment. Only equipment which is less than 3 years old should be made available for community use. All equipment which does not meet the minimum specification should not be recycled, and should be written off.
- 2.1.4 In cases where equipment is no longer required by the Town Council, disposal should be through the Town Council's approved computer recycling organisation. Currently this is Third Tier Computing (3TC). Please refer to Appendix A for

contact details. In addition, the Town Council's write off procedures should include approval for write-off by the Policy & Finance Committee.

2.1.5 3TC is a charitable organisation, based in Merseyside, which specialises in the refurbishment and recycling of computer equipment. The equipment transferred to them is either destroyed or, when appropriate, refurbished and sold on at low cost to the community.

2.2 Requests for Personal Use

2.2.1 A Council Member, or employee may from time to time request to purchase their computer equipment for personal use when they are either leaving the Council or the equipment has been identified as surplus to requirements. This policy allows for such requests, although recommends that this is only in circumstances when the individual has used the equipment exclusively and consequently, in the case of personal computers, contains some personal data.

2.2.2 It is not envisaged that this situation would arise very often. Examples could include, individuals who have laptops and possibly individuals who may use Council equipment at home (e.g. under a home working arrangement). All such requests must be considered by the Town Manager before reporting to Committee for approval. It is important to note that the Town Council will own the licence for all of the software held within the Personal Computer. This licence is not transferable therefore the software must be removed prior to any sale. This function would be undertaken, at cost, by the I.S.T Division and chargeable to either the Town Council or individual involved. Any Town Council data held within the Personal Computer would be removed together with the removal of any licensed software.

2.2.3 The individual would be required to pay an appropriate price for the equipment, as determined by the Town Manager, based upon the age and specification of the equipment. Appendix C provides a guide.

2.2.4 This policy is aimed at formalising current practice. Individuals who do not fall into the above category, for example individuals who make a general request to purchase surplus computer equipment should be directed to 3TC. This approach is designed to address data protection, software licensing and other related issues.

2.3 Requests for Community Use

2.3.1 Notwithstanding the proposed approach outlined above, it is suggested that, whenever possible, redundant kit is made available for wider community use. Consequently, should a Community Group (or a Council Member on behalf of a Community Group) express an interest to purchase redundant kit the Council should direct them to 3TC.

Recycling Route Map

To establish the productive re-utilisation or redundancy of computer equipment, the following methodology is proposed.

Appendix A

Contact Information

Organisation	Address	Contact details	Details of facility and costs
3TC	16 Crosby Road North Waterloo Liverpool L22 0NY	Nick Best Telephone: 0151 285 4002 Website: Email:	Collection costs for: PC base unit £2.50 Server base unit £2.50 Large server £5.00 PC monitor £2.50 Laptop £3.00 Printer £5.00 Features: Collection Data wipe Certification of data wipe Certificate of destruction

Write Off Procedures

Where the equipment is not required by any internal user, the Town Council's and Write-Off Procedures should be followed. The Council is required to keep secure all equipment and must account for its use and existence. To assist in fulfilling this obligation, the Council must have an auditable process which evidences clearly:

- why the equipment is no longer of use;
- how the equipment has been disposed of; and,
- that the equipment can be legitimately written out of the inventory.

Approval should be sought from the Policy & Finance Committee.

Appendix C

Schedule of prices for retention of Council I.T. equipment

Age	Price (plus VAT)
Up to 12 months	60% of purchase price
13 to 24 months	40% of purchase price
25 to 36 months	20% of purchase price
More than 36 months	£50.00

The above prices exclude software, which would need to be wiped.