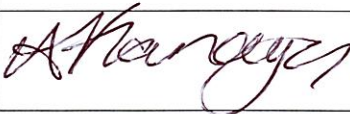
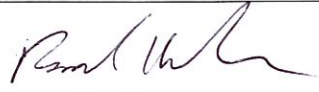




Oldbury on Severn C of E Primary School

Love one another as I have loved you' (John 15:12)

Disposal of IT Equipment Policy

Date Written	October 2024	Review Date	October 2026
Signed Executive Headteacher		Signed Chair of Governors	

Objective

This policy aims to ensure data protection through secure disposal of personal data.

Policy

1. No Oldbury-on-Severn Primary/South Glos Council owned IT equipment (including portable devices) may be disposed of outside the processes set out in this policy. Users with equipment that needs to be disposed of should ensure the safe disposal of that equipment.
2. All IT equipment must be disposed of in accordance with this policy.
3. Before the disposal of computer equipment, all personal and sensitive data must be securely destroyed. This must be using a method appropriate to the risk associated with the sensitivity of data, and the equipment it's stored on.
4. All other data and any software licensed to The Oldbury-on-Severn Primary School must be removed before the equipment leaves our possession.
5. If IT equipment is disposed of by third party contractors on our behalf, they must adhere to the relevant standards. They must also provide the relevant certificates of destruction and copies of waste consignment notes.
6. Where it's physically possible or appropriate, try to witness the secure destruction of the equipment being disposed of.

Authorisation limits for disposal of IT equipment

The Executive Head may authorise disposal of equipment up to £2000; the finance committee £2000-£5000. Any disposal above £5000 must be referred to the Full Governing Body.

Disposal of IT Equipment

The Executive Head/School Business Manager should be notified of any IT equipment that's no longer required. Staff will then ensure the equipment is reused or disposed of as appropriate. When disposing of equipment, staff will ensure the deletion of any data and the correct disposal of equipment in line with this policy.

We operate a risk-based approach that identifies disposal techniques based on the user of the IT equipment, and the type of data it is likely to contain.

We use a company called Resolve IT Recycling Group Ltd, Unit 113 Bridgewater Business Park, Somerset TA6 4TB; Phone 01278 588410; bookings@resolverecycling.co.uk.

They securely dispose of the equipment and guarantee to have permanently wiped or destroyed all forms of data media and then issue a Certificate of Destruction which is retained by the school in line with the data retention policy.

