

<Company Name> Technology Equipment Disposal Policy

1.0 Overview

Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, CD-ROMs and other storage media contain various kinds of <Company Name> data, some of which is considered sensitive. In order to protect our constituent's data, all storage mediums must be properly erased before being disposed of. However, simply deleting or even formatting data is not considered sufficient. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file. Therefore, special tools must be used to securely erase data prior to equipment disposal.

2.0 Purpose

This policy has been developed to define the requirements for proper disposal of technology equipment at <Company Name>.

3.0 Scope

This policy applies to all technology equipment owned by <Company Name>.

4.0 Policy

4.1 Technology Equipment Disposal

1. When technology assets have reached the end of their useful life they should be sent to the local Information Technology office for proper disposal.
2. Information Technology will securely erase all storage mediums in accordance with current industry best practices.
3. Equipment which is working, but reached the end of its useful life to <Company Name>, will be made available for purchase by employees.
4. A lottery system will be used to determine who has the opportunity to purchase available equipment.
5. All equipment purchases must go through the lottery process. Employees cannot purchase their office computer directly or "reserve" a system. This ensures that all employees have an equal chance of obtaining equipment.
6. Finance and Information Technology will determine an appropriate cost for each item.
7. All purchases are final. No warranty or support will be provided with any equipment sold.
8. Any equipment not in working order or remaining from the lottery process will be donated or disposed of according to current environmental guidelines. Information Technology has contracted with several organizations to donate or properly dispose of outdated technology assets.
9. Prior to leaving <Company Name> premises, all equipment must be removed from the Information Technology inventory system.

4.2 <Company Name> Ramifications

Failure to properly dispose of technology equipment can have several negative ramifications to the <Company Name> including fines, negative customer perception and costs to notify constituents of data loss or inadvertent disclosure.

5.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6.0 Definitions

Terms	Definitions
--------------	--------------------

7.0 Revision History