**Disposal of IT Equipment Policy**

**Template**

This is an example policy. Please ensure you update this policy template so that it’s suitable for your organisation.

## Objective

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

## Policy

1. No <organisation> 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 <organisation> 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.

## Disposal of IT Equipment

<Organisation> 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’s likely to contain.

## Exceptions

Exceptions to the guiding principles in this policy must be documented and formally approved by the <role> and <organisation>.

Policy exceptions must describe:

* the nature of the exception
* a reasonable explanation for why the policy exception is required
* any risks created by the policy exception
* evidence of approval by all appropriate parties

Review of this document: annually by <role>.

Next review date: <date month year>.