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**Standard Operating Procedure –**

**IT Asset Disposal Policy**

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| Document Title | Standard Operating Procedure – IT Asset Disposal Policy. | | | |
| Description | This explains the procedure to dispose the IT Assets. | | | |
| Created By | Ambadas Ghavalkar | | | |
| Created Date | 11/10/2022 | | | |
| Approved By | Yateen Sagdeo (CISO) | | | |
| Version Number | Revisions Made Description | Revised By | Revision Date | Status |
| 1.0.0 | Initial version |  |  | Approved |

**Document Amendment Record**

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| **Version No.** | **Date** | **Section No.** | **A/M/D @** | **Change Description** |
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@ - Denotes 'Addition' / 'Modification' / 'Deletion'

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# **Purpose**

* Purpose of this policy is to implement formal procedure for the secure disposal of media which contains business critical information when it is no longer in use to minimize the risk.

# **Owner**

* IT Support Team

# **Approver**

* CISO (Chief Information Systems Officer)

# **Definitions**

* The following list of items containing business sensitive information that require secure disposal.

1. Laptops.

2. Hard Drive

3. Removable disks

4. Network Device

5. Optical storage media (CDs, DVDs, etc.)

# **Responsibility**

It is the responsibility of IT department as well as all personnel within the organization to;

* Properly dispose of laptops, Hard drive, Removable disks , Network device, Optical storage medias etc. contain business critical information when they are no longer in use.
* Wipe / degauss hard drive before it reaches to next owner or destination.
* Keep record of disposal of sensitive items where possible in order to maintain an audit trail

## **Output**

All requests are tracked in the RevGurus ticketing system. The tickets can be viewed by the CISO, Deputy CISO, IT admin in the Google during review, external and internal audits.

# **Review / Revision**

The Company reserves the right to dispose amend at any provisions of this policy at any time at its sole discretion as per the business requirements of RevGurus Info India Pvt Ltd. When required, the interpretation of the CEO will be final and binding on all parties.

# **Disclaimer**

The IT Team are deemed to keep themselves updated with this 'Standard Operating Procedure' or any revisions thereof.