**ISO 27001 Annex A7.14 - Security of Equipment disposal**

**Purpose**: Ensure securely disposing devices

**Procedure**:

1. **Secure Storage**:
   * All decommissioned equipment is stored in a securely locked room designated for this purpose.
   * Access to this room is restricted to authorized personnel only, as defined in the organization’s access control policy.
   * Group companies may transfer equipment to Reducate for disposing
2. **Management of Spare Parts**:
   * Decommissioned equipment stored in the secure room may be used for spare parts.
3. **End-of-Life Process**:
   * When equipment reaches its end of life and is no longer suitable for use, including as a source of spare parts, it is designated for disposal.
   * Prior to disposal, all storage media are removed from the equipment.
   * All storage media are physically destroyed.
   * Equipment and destroyed storage media may be removed by specialised recycling companies.

**Responsibilities**:

* IT staff are responsible for ensuring the secure storage and handling of decommissioned equipment.