

# **The Shared Logic Group**

## Technology Equipment Disposal Policy

### **Overview**

The Shared Logic Group has determined that non-working and obsolete computer products must be treated as hazardous waste as required by federal, state, and local law. Including, but not limiting to regulating waste and respecting copyright and license laws. **In Addition, The Shared Logic Group must ensure that sensitive information is protected.** In order to protect our constituent's data, all storage mediums must be properly erased before being disposed. However, simply deleting or even formatting data is not considered sufficient. Therefore, special tools must be used to securely erase data prior to equipment disposal.

### **Determine the need for Disposal**

The Shared Logic Group will identify obsolete equipment and coordinate its removal from service.

- Excess of useful life
- Lack of continued need
- Unable to upgrade required hardware or software
- Damage
- Excessive maintenance cost
- Received new hardware or software

### **Procedures for Disposal**

All obsolete technology will adhere to the following methods for disposal.

- All functionally obsolete equipment will be removed from the Information Technology Services inventory system.
- Data on hard drives or other media will be erased by company personnel.
- Serial numbers of all equipment disposed of in this manner will be reported to the manager The Shared Logic Group.
- Last resort disposal of unwanted, obsolete equipment will be done according to approved local, state and federal hazardous materials guidelines.

### **Ramifications**

Failure to properly dispose of technology equipment can have several negative ramifications to The Shared Logic Group including fines, negative customer perception and costs to notify constituents of data loss or inadvertent disclosure.

### **Enforcement**

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