

Technology Equipment Disposal Standard for Wales Interiors

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Version	Author	Reviewed By	Change Description	Owner	Date
1.0	GRC Specialist	Compliance Officer	Initial Draft	IT Manager	28/06/2025

Review Table

Periodical Review Rate	Last review	Next Review
Annually	28/06/2025	28/06/2026

Distribution List

Recipient	Department	Role	Distribution Method
IT Manager	Info Sec	Policy Owner	Email/Secure Portal
Compliance Officer	Info Sec	Oversight and Monitoring	Email/Secure Portal
Facilities Manager	Operations	Asset Disposal Coordination	Email/Secure Portal

Document Approval

Approval	Date	Signature
CEO	28/06/2025	

1. Introduction

The purpose of this policy is to define the guidelines for the secure and environmentally responsible disposal of technology equipment and components owned by Wales Interiors.

2. Purpose

This policy provides detailed procedures to ensure that all technology assets are disposed of in a secure and compliant manner, in alignment with applicable regulations, and to prevent data leaks or environmental harm.

3. Scope

This policy applies to all employees, contractors, and third parties who access, process, or manage technology equipment on behalf of Wales Interiors. It includes all computing and peripheral devices that are obsolete, broken, or no longer required for business operations.

This includes, but is not limited to:

- Personal computers, laptops, servers, smartphones, and tablets
- Network equipment (routers, switches, WAPs)
- Peripherals (keyboards, mice, monitors, printers, scanners)
- Storage devices (USB drives, backup tapes, hard drives)
- Optical media (CDs, DVDs), floppy disks
- Paper-based materials related to IT systems

All Wales Interiors employees and affiliates must comply with this policy.

4. Roles and Responsibilities

Role	Responsibilities
Compliance Officer	Ensure regulatory and policy compliance and maintain disposal records.
IT Manager	Coordinate asset disposal processes and manage secure data erasure.
Department Heads	Coordinate physical asset disposal logistics.
All Users	Identify equipment for disposal and ensure it is routed via proper channels.

5. Policy Alignment

5.1 Organisational Requirements

- Ensure a consistent and auditable disposal process.
- Maintain secure logs of all disposed equipment.
- Track lifecycle of assets and ensure complete data sanitisation.

5.2 Regulatory Requirements

Wales Interiors must comply with applicable data protection regulations, including:

- ISO/IEC 27001 & ISO/IEC 27002:2022
- UK Data Protection Act 2018 and UK GDPR
- Waste Electrical and Electronic Equipment (WEEE) Regulations

5.3 Standard Requirements (ISO/IEC 27002:2022)

- Clause 7.14: Secure Disposal or Reuse of Equipment
- Clause 5.11: Return of Assets

6. Safeguards

6.1 Technology Equipment Disposal

- When technology assets have reached end-of-life, they must be transferred to the Equipment Disposal Team.
- The team will securely erase all storage media using software compliant with industry standards (e.g., DoD 5220.22-M).
- Hard drives must be degaussed, wiped with certified software, or physically destroyed.
- A sticker indicating successful sanitisation will be affixed to each device, including wipe date and technician initials.
- Non-functional memory or storage must be removed and physically destroyed.
- No asset may be disposed of via landfill, casual giveaway, or unauthorised resale.

6.2 Equipment Definition

Covered items include, but are not limited to: desktops, laptops, tablets, netbooks, printers, copiers, monitors, servers, handhelds, mobile phones, storage devices, switches, routers, access points, batteries, backup tapes, etc.

7. Employee Purchase of Disposed Equipment

- Functional surplus equipment may be offered to employees via a lottery system.
- Direct reservations or special requests are not permitted.
- Finance and IT will jointly set the value. Equipment is sold "as-is" with no warranties.
- Unsold or unusable equipment will be either donated or destroyed in accordance with this policy.
- All purchased items must be removed from inventory and appropriately logged.

8. Enforcement and Sanctions

Failure to comply with this policy may result in disciplinary action per HR policy. Sanctions may include:

- Mandatory training
- Written warnings
- Access suspension
- Employment termination
- Where appropriate, legal action for unlawful conduct

9. Review Cycle

This policy is reviewed annually or upon:

- Changes to technology disposal regulations
- Modifications in internal asset lifecycle processes
- Identification of risks or incidents during audits

Next Review Date: 2026-03-20

10. Approval

Approved by: CEO

Date: 04/07/2025

Sign: John Doe

This policy is effective immediately upon approval and must be adhered to by all relevant personnel to maintain the security and integrity of the organisation's information systems.