

ICT EQUIPMENT DISPOSAL POLICY

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1. Purpose

The ICT systems and services of the Two Counties Trust ("the Trust") replace equipment as it is either replaced or becomes obsolete in the context of its setting. This Policy sets out the process by which ICT assets are disposed of.

2. Scope

This policy applies to all ICT equipment within the Trust which is procured, provided, and maintained by the Trust ICT Team. Equipment and devices which are outside of this scope, such as BYOD and contractor equipment are the responsibility of their owner and must be disposed of by that party.

3. Policy Principles

The ICT Equipment Disposal policy describes the process by which ICT equipment is removed from service, approved for disposal, and disposed of. All ICT equipment disposal is carried out in line with the Waste Electrical and Electronic Equipment Directive (WEEE Directive) 2006, and all suppliers of ICT equipment disposal must do so in accordance with the procedures therein.

4. Policy Elements

As ICT equipment reaches the end of its useful life, it is replaced. The process for disposing of obsolete equipment is as follows:

- ICT remove obsolete equipment from functional location to a designated holding area
- ICT prepare list of obsolete equipment and submit to Governors for approval to dispose
- Following approval, ICT remove obsolete equipment from ICT Asset Register
- ICT arrange for collection of ICT equipment by suitable disposal contractor (per stipulation in sec. 3)
- Should approval to dispose not be granted, ICT retain equipment in holding area pending further direction

Limitations of this Policy

There is no timeframe set out for disposal of equipment. The capacity of the holding area, the availability of a suitable contractor, and the volume of equipment for disposal may all be factors in determining this.

