

SECURE DISPOSAL OF REDUNDANT DIGITAL (IT) EQUIPMENT

March 2016

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Summary

What is this document about?

All items of digital electronic equipment, optical disk or magnetic media **which might contain university data or personal information** must be securely processed when no longer needed.

Information Services will handle all disposals - no exception. This is not a 'how to DIY disposal'

Digital electronic equipment includes all equipment covered under the IS Managed Service Agreement **and** all other digital equipment purchased by the University outside that agreement.

This IS Advisory sets out the approved channels for redundant IT equipment, namely:

1. **secure recycling** (includes secure re-use and secure re-deployment) and
2. **secure disposal**.

Who is this for?

This IS Advisory applies to anyone seeking to dispose of an item of IT equipment and should be read by all staff, visitors and third parties.

How does the University check this is followed?

Compliance will be monitored by annual audit of the disposal process including visit to contractor disposal site.

Who can you contact if you have any queries about this document?

Any questions about this advisory should be directed to servicedesk@port.ac.uk

1.0 Introduction

Electronic devices and media can hold vast amounts of information, some of which can linger on internal storage devices indefinitely. **All University supplied digital electronic devices and media, must be processed in a safe, legal and secure manner when no longer required by the user or by the University.**

To minimise the risk of data leakage, strict disposal and recycling procedures must be followed by all staff.

2. Scope

This Policy applies to all items of **digital electronic devices and media** supplied by the University of Portsmouth. This includes, but is not limited to: PCs, servers, laptops, smartphones, tablets, iPads, iMacs, MacBooks, handheld computers, PDAs, printers, fax machines, photocopiers, hard drives, CDs, DVDs, External hard drive storage units and USB flash memory devices.

3. Policy statements

3.1 Items of redundant **digital electronic devices and media** due for recycling or disposal must be treated as if they contained restricted information – regardless of what is known about contents or ownership history.

3.2 All items of digital equipment must be returned to Information Services for disposal or recycling, whether or not a device is listed on the Managed Service contract. (Please call IS Service Desk on ext 7777 and request 'secure disposal of IT equipment')

3.3 Any digital electronic devices and media delivered to the Estates Department (Redundant Equipment Co-ordinator) must be processed through the IS secure disposal/recycling process.

3.4 While awaiting recycling or disposal, all items of **digital electronic device and media** must be stored in a secure locked room.

3.5 Third party suppliers of disposal services must provide a certificate of destruction.

3.6 Third party suppliers of disposal services must be inspected annually by a member of Information Services. The inspection must be a site visit to establish if the supplier is complying with this policy with respect to UoP equipment.

4. Pathways for redundant or unwanted IT equipment

4.1 IS will handle all disposals of IT equipment - no exception. This is not a 'how to DIY disposal'.

4.2 Charitable donations of redundant IT equipment must be authorised by IS and approved by the Finance dept.

4.3 Secure disposal

This involves the complete destruction of the data stored within redundant IT equipment. Secure disposal should be carried out by an approved 3rd party and be subject to a service level agreement and annual inspection of the on-site disposal process.

Appendix 1 Pathways for Disposal (Background Information Only)

Secure recycling

a) Secure re-use - Where a 3rd party is responsible for data wiping, salvage and refurbishment of redundant IT equipment. Secure re-use must be strictly in accordance with a fair and transparent process which meets the following legal regulations.

1. Data security – all data must be removed from any storage media and hard drives. If this is not possible, the storage media or hard drive unit must be removed and destroyed.
2. Electrical Safety – the electrical safety of the re-used item must meet national standards.
3. Software licence transfer – no infringement of software licensing will be permitted by the re-use or transfer of the items.
4. Sale of Goods Act/consumer protection – if the item is re-sold or hired out, the requirements of the Sale of Goods Act must be followed.
5. University of Portsmouth Financial Regulations and Inventory Management Policy must be followed.

b) Secure re-deployment

Where items of IT equipment are to be re-used internally and remain University property. Re-usable IT equipment must be returned to Information Services for secure data wipe before it can be re-issued.

Charitable donation

Donating or lending equipment to local charities, schools or colleges can only be permitted after the following requirements are met:

All charitable donations must be authorised by the director IS and cleared by the Finance department.

- i. All University data must be deleted from the computer by software erasing the hard drive to a standard at least equivalent to DoD 5220.22-M. (if this cannot be achieved then the item must not be donated or lent out).
- ii. Any residual software must be properly licensed.
- iii. The donated computer equipment must be removed from the University's asset database.
- iv. It must be clearly understood by all parties that no ongoing support provision for hardware or software is to be implied or inferred by the act of donation and that transfer of ownership is final; no guarantees or warranties will be upheld.

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