

Title	Disposal, Resale and Donation of ICT Equipment
Date	17 th February, 2020
Approved By	LWETB Meeting on 17 th February, 2020
For Review By	LWETB Board

LWETB

Disposal, Resale and Donation of ICT Equipment

1. Purpose

To outline the guidelines and policy in relation to computers and ICT equipment which are no longer in use by LWETB and have no net book value (i.e. the asset has been fully written down).

2. Description

The policy applies to:

- Computers which are to be destroyed
- Computers which have been identified as potential donations to schools, charities and other similar groups
- Computers which are being sold to current LWETB staff or to retired LWETB staff
- Computers which were used on the training network being donated to Community Training.

3. Definitions

“Must”, or the terms "required" or "shall", refer to an absolute requirement of the policy.

“Must not”, or the phrase "shall not", refer to statements which are an absolute prohibition of the policy.

“Should”, or the adjective "recommended" refers to a statement that should be applied. In certain circumstances, there may exist a valid reason to ignore a particular item. In this case the full implications must be understood and carefully weighed before choosing a different course.

“Should not”, or the phrase "not recommended" mean the specified behaviour should not be performed. There may exist valid reasons in particular circumstances when the particular behaviour is acceptable, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

4. Requirements

1. Computers which are to be destroyed

Computers to be destroyed should have the hard disk removed and this should then be destroyed.

In some cases, an arrangement is in place with a third party and they may take care of destroying the hard disk. When entering into such an arrangement, LWETB should

ensure that an agreement is made with the third party and should satisfy themselves that correct procedures are followed which comply with data protection laws. A certificate of destruction for each hard disk must be provided to LWETB by the third party.

2. Computers which have been identified as potential donations to schools, charities or other similar groups

Computers which are being donated to schools or charities should have the hard disk destroyed as outlined in item (1) above. When the computer is donated, the school or charity will have to purchase a replacement hard disk. *

3. Computers which are being sold to LWETB staff

Computers which are being sold to LWETB staff should have the hard disk destroyed as outlined in (1) above. When the computer is sold, the person purchasing the computer will have to purchase a replacement hard disk. *

A nominal administration charge of €20 will apply.

* Alternatively LWETB ICT Support may wipe the hard disk of any data using an approved method and software and supply the donated computer with a blank hard disk. This will only be an option where all data has previously been saved to a fileshare and not on the local disk.

4. Administration

A full audit trail must be maintained in respect of all IT Asset disposals e.g. Write Off forms, Certificates of Disposal/Destruction, confirmation by donation recipients, receipt of payments.

5. Responsibilities

Owner	Responsibilities
Director of Organisational Support & Development	Revisions and updates to the policy
LWETB Management Team	Approval of the Policy
ICT Support	Responsible for implementation of the policy.