Procedure for Disposal of IT Equipment

1. Types of Equipment

University-owned IT equipment including but not limited to desktops, laptops, iPads, tablets, hard drives, USB and portable storage equipment, smartphones, desktop phones, audio and video equipment, cameras, printers, servers, network switches, routers, wireless access points, batteries, backup tapes, keyboards, speakers, monitor and mice.

2. Repurposing Equipment

Contact the IT Service Desk when a piece of equipment is no longer required to enquire if it can be reused elsewhere within the University. A brief description (make and model) including the approximate age of the equipment should be stated. Store the equipment securely whilst awaiting pickup by the IT Service Desk.

3. Equipment Disposal

Before Disposal
Data Erasure and Equipment Collection
- Contact the IT Service Desk to arrange the removal of any licensed software and associated license files from the device. Once completed, all personal and business data can be deleted from the device by the user, using standard operating system functionality. **The same applies to repurposed equipment.**   - If data erasure is not possible on damaged equipment, assess the risk before sending the equipment for repair or disposal to determine the most suitable way to minimise the risk to the data held on the device.   - Contact the Estates and Facilities Directorate (EFD) to arrange disposal and provide the UG number of each piece of equipment being disposed of.
Storing of Equipment Whilst Awaiting Disposal
Keep items for disposal in a secure area until collected by the EFD or directly by the service provider as arranged by the EFD.   Note: The EFD has secure storage areas at each campus for storing equipment awaiting disposal. Physical storage space is limited so if you have a large amount to dispose of, discuss well in advance with the EFD Office as it may be appropriate for the service provider to arrange collection directly.
After Disposal
Update Relevant Documentation
- Update the departmental IT asset register to reflect any equipment disposed of and to ensure an up-to-date register is maintained by the Finance Directorate. The same applies to repurposed equipment.   - Record a copy of the erasure and disposal certificate issued by the disposal company. You can request a certificate of disposal from the EFD.
EFD Helpdesk: Greenwich: (x7779) or via the EFD portal.