



# IT Equipment Re-Cycling Policy

Policy approved by the CEO, May 2021

Signed:

A handwritten signature in black ink that reads "Julie Hollis".

Julie Hollis, Chief Executive Officer

NEXT REVIEW – SPRING 2024

CRANMER EDUCATION TRUST

THE BLUE COAT SCHOOL, EGERTON STREET, OLDHAM. OL1 3SQ

## Policy for ICT Re-Use and Recycling ICT Equipment.

The Cranmer Education Trust has a legal obligation to ensure that all computers, IT equipment, tablets and data storage media (e.g. USB drives, DVDs, CDs, etc.) including the data and software held upon such equipment, are disposed of appropriately and legally. Equipment must be disposed of in line with the EU Waste Electrical and Electronic Equipment (WEEE) Directive; data in line with the Data Protection Act 1998. Failure to observe this legislation could result in fines for the Trust of up to £500 000 and consequent disciplinary action against those responsible.

Schools within the Trust must store all the ICT equipment securely and safely that they would like to dispose of and document the equipment using a spreadsheet which contains the following information:

1. **School:**
2. **Date:**
3. **Item type:** i.e. Computer, Laptop, Tablet, Printer etc
4. **Item Serial No.**
5. **School Asset No:**
6. **Internal Drives Cleansed of all Data Y/N**
7. **Reason for Disposal:**
8. **Authoritative School Person**
9. **Central ICT decision on action – transfer /offer to staff/dispose**
10. **ICT Support Signature:**
11. **Disposal Company Signature:**
12. **Disposal certificate received**

Once information points 1 to 8 have been completed by the school IT representative, the spreadsheet should be sent to a member of the Trust ICT team to verify the equipment and the reasons for its disposal and to decide whether the equipment can be re-used by other schools within the Trust, sold to staff, or arrange for disposal.

If the equipment is to be disposed of, the Trust ICT member must check the ICT equipment has been cleansed before arranging for a registered disposal company to collect the equipment. The chosen company must check and sign the ICT Disposal spreadsheet before leaving the premises with the equipment. The disposal company must provide a certificate of disposal, verifying the equipment has been disposed of in accordance with the WEEE directive.

The Manager of the Trust ICT team can decide to offer the redundant equipment to Trust Staff for a nominal donation to the school who owned the original equipment. The equipment must be advertised in a fair and consistent way to all staff. Staff purchasing the equipment will be asked to complete a form to say that they accept this equipment on the understanding that it is purchased as seen and the Trust takes no responsibility for its condition electrical or otherwise. Also that it is the staffs responsibility to satisfy themselves as to its fitness for its intended purpose and overall condition.