

NEW PARK SCHOOL

INFORMATION DISPOSAL POLICY

FIRST CREATED: NOVEMBER 2013 – EDITION 1

| EDITION NO. | REVIEW DATE: | FGB APPROVAL DATE: |
|-------------|--------------|--------------------|
| 1 | NOV 2013 | |
| 2 | 14/3/2017 | 16/03/17 |
| 3 | MAR 2018 | 22/3/18 |
| 4 | MAY 2018 | 10/5/18 |
| 5 | MAR 2019 | 27/6/19 |
| 6 | MAY 2020 | JULY 2020 |
| 7 | MARCH 2021 | NO CHANGES |
| 8 | MARCH 2022 | NO CHANGES |
| 9 | MARCH 2023 | NO CHANGES |
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|----------------|-----------------------|
| Policy Agreed | JULY 2020 |
| To be reviewed | MARCH 2024 |
| Owner | KATIE GREEN |
| Signed | |
| Designation | ICT TECHNICIAN |

Purpose

Technological ICT equipment often contains elements that cannot simply be recycled. Proper environmentally responsible disposal of equipment is something New Park School feels strongly about.

Asset disposal is especially critical as the asset must have any sensitive and confidential data removed prior to disposal. This function is carried out by the schools technical staff or by any incumbent managed service provider - depending on corresponding asset registers. All storage mediums should be properly erased before disposal.

Policy

1) When ICT assets have reached the end of their useful life either through damage or technology 'redundancy', they are forwarded to our school's ICT technician who performs a number of tasks to ensure proper disposal. These are:

- a) Inspect the equipment to determine if a repair or upgrade can be carried out rather than disposal.
- b) Where feasible, dismantle equipment deemed unserviceable and store spare parts in the technician's room.
- c) Separate materials not covered by Statutory Instrument 3289: The Waste Electrical and Electronic Equipment Regulations 2006. These materials will then be sent for disposal/recycling through the usual school waste streams by the site manager.
- d) List items that require controlled disposal under Statutory Instrument 3289: The Waste and Electrical and Electronic Equipment Regulations 2006 and photograph them if requested by the disposal contractors.
- e) Email the list and any photographs to a waste disposal contractor licensed to carry out disposal of electrical waste in accordance with the regulations.
- f) Items on the list are confirmed by the waste disposal contractor during collection, who certifies the correct disposal via a detailed asset report.
- g) Small items may be disposed of at the local municipal waste disposal collection sites, utilising the correct waste streams.
- h) Portable equipment refresh may result in the offer of ownership transfer of the superseded equipment, from the school to the current holder; if the item is deemed no longer fit for purpose and its value has depreciated sufficient that it is uneconomically serviceable. In this case the holder will contribute a nominal donation to the school fund, or return the equipment for disposal.