

# R U N S H A W C O L L E G E

**PROCEDURE TITLE:** Destruction and Disposal of IT Equipment and Data Storage Media

**APPROVED BY:**

SMT/IM Meeting

**AUTHOR:**

Alex Harding / Andrew Gant

**PROCEDURE OWNER:**

David Sharrock

**POSITION:**

Director of Facilities

**VERSION:**

5

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## 1 Objective

This Destruction and Disposal of IT Equipment and Data Storage Media Procedure, outlines the processes for the safe disposal of IT equipment and media that have or may have been used to store or process corporate or personal data. Prior to this stage a full review will have been conducted to assess if any other disposal options are appropriate, that will provide an asset value back to the College. The policy also covers the storage, disposal and potential return of Data Storage Media from Lost Property.

## 2 Definitions

- 2.1 **IT Equipment** is any PC, Mac, Mobile Device (including but not limited to laptops and tablets) or Server, Switches or associated equipment, owned, leased or on free issue by the College, used or accessed by any staff, student or customer of the College. It does not include personal equipment owned by staff, students or customers.
- 2.2 **Storage Media** is any electronic form of storing data, including but not limited to disk, tapes and removal devices such as CDs/DVDs and USB sticks. It does not include media owned by staff, students or customers.
- 2.3 **Corporate Data** is data gathered, stored and used by the College and used in its day to day business. It is data that has no direct link to an individual, e.g. Financial Reports, Marketing Materials.
- 2.4 **Personal Data** is data gathered, stored and used within the College and used in its day to day business that has a direct link to an individual e.g. HR records, Student Records.
- 2.5 **Lost property** is media/IT equipment, none College owned, handed in to/or found by any party during standard operational duties.
- 2.6 **Additional Devices** are company owned devices capable of storing data, including but not limited to mobile phones, digital cameras, PDAs and MP3 recorders/players etc.
- 2.7 **WEEE.** Waste, Electronic and Electrical Equipment. WEEE legislation controls disposal, environmental issues and documentation requirements for disposal.

## 3 Procedure

- 3.1 Before disposal (including return to a lessor or service provider, or sale to a third party buyer) all IT Equipment will have all Corporate and Personal storage data on their disks and other storage mechanisms erased by recognised third party companies, using accredited tools and techniques. IT Services will receive and store all disposal certificates and WEEE documentation, for the appropriate legal durations and have it available for inspection via external agencies.

- 3.2 IT Services continue to review any Third Party's credentials to ensure they (and their tools/techniques) conform to required minimum standards and appropriate legislation.
- 3.3 Any tape media that is no longer serviceable or required, will be physically destroyed and disposed of by a recognised third party company, using accredited tools and techniques. IT Services will receive and store all disposal certificates and WEEE documentation.
- 3.4 Any removable storage media that is no longer serviceable (including Lost Property) will be physically destroyed. The resultant waste will then be disposed of appropriately. In order to eliminate potential security risks, Lost Property storage media will NOT be tested in an attempt to establish ownership or content. It will however be stored for a predefined period of time, before appropriate destruction and disposal. If ownership is identified externally, IT Services will make reasonable attempts to return the media before appropriate destruction and disposal.
- 3.5 Any additional devices that are no longer serviceable, or handed in to/or found by IT Services, will be stored for a predefined period of time before appropriate physical destruction and disposal.

#### **4 Identification and Return of Lost Data Storage Media**

- 4.1 Data Storage Media devices are easily lost or stolen, putting any data they contain at great risk of being accidentally or deliberately exposed.
- 4.2 Data Storage Media found by staff or students across the college campus should be deposited in a secure storage box.

Storage boxes are located in:

- Programme Office Reception
- Euxton Campus Reception
- M004 - Post Room (Near Leyland Campus Reception)
- R003 - Service Desk
- Leyland Campus Library Reception
- S121 - Cleaners Office
- Coniston Study Zone Reception

- 4.3 IT Services will regularly inspect and empty secure storage boxes into labelled containers. The labelled containers will indicate:

- Service Desk Reference for Collection (e.g. IM-1234)
- Date & Time of Collection.
- Location(s) collected from.

Collected containers will be stored for a period of 30 days, before being erased and disposed as per 3.4

- 4.4 In order for lost Data Storage Media to be returned, a request should be submitted to IT Services via the Service Desk Portal. Students will need to seek the assistance of a member of staff in order to complete this.

The request should detail:

- Approximate Date and Time the Data Storage Media was lost.
- Location the Data Storage Media was last seen.
- A detailed description of the device, including any unique markings which may aid recovery.
  - Colour
  - Brand
  - Storage Capacity
  - Obvious markings / damagee.g. A Red, 2GB, Kingston USB Stick, Liverpool FC Logo on rear.

Requests of this nature may take up to seven days to process.

- 4.5 IT Services will attempt to locate the lost Data Storage Media solely by means of visual inspection. Devices will be returned where there is no doubt that the device has been identified.

4.6 Owners of identified devices will be asked to visit the Service Desk in R003. Their consent for the Data Storage Media to be reviewed will be required and the device will be scanned and cleaned of Viruses and Malware prior to return.

In order to positively identify the storage device, a member of IT Services may ask the student to:

- Describe the folder/file structure on the device
- Describe a specific file on the device that only the device owner would be aware of:
  - Location
  - File name
  - Content
  - Date last modified (this does not have to be exact but must be reasonably close)

4.7 Once ownership has been confirmed, the device will be labelled with the student id by IT Services and returned to the student

4.8 Where a device cannot be visually identified without any reasonable doubt it will not be returned.

4.9 Where ownership is disputed, or is in doubt, the matter will be referred to the Director of Facilities or a Deputy Principal to reach a decision.

## **5 Responsibilities**

5.1 The senior management team will approve the Destruction and Disposal of IT Equipment and Data Storage Media Procedure and satisfy itself that:

- The risk of corporate or personal data falling into the wrong hands is minimised.
- Legal disposal via the WEEE regulations.
- Environmental controls and legislation is effectively followed.

5.2 IT Services will be responsible for ensuring that data cleansing, disablement and destruction activities are carried out in accordance with this policy. In the event of uncertainty or ambiguity advice should be sought from the IT Manager or a Senior Manager.

5.3 IT Services staff will ensure that all data is handled and processed in accordance with current Data Protection legislation and associated College policies.

## **6 Review and reporting arrangements**

6.1 IT Services will store all disposal certificates and WEEE documentation, for a minimum of 6 years. This archive will be available for inspection at any time.

## **7 Date from which effective**

This policy is applicable with immediate effect and replaces all previous versions.

## **8 Compliance and verification**

This Policy will be subject to internal and external audit. This policy will be reviewed every 3 years, or on any major change to legislation or College processes.

## **9 Relationship to guidelines, procedures, other policies and legal requirements**

WEEE - Waste Electrical and Electronic Equipment Regulations  
IT Services Asset Return procedures  
Archiving and Retention Guidelines.  
Finance Teams capital asset register.  
IT Services CMBD register of all IT equipment.  
Minor asset disposal guidance.

