

- Computer equipment means personal computers and servers, plus computer peripherals such as printers
- The asset custodian is the person who, or, with the computer owner's authority, physically accesses and in the event defined no edge of the limit of the equipment and any software or information contained in it

Who has the responsibility?

The asset custodian of the equipment has full responsibility for ensuring safe disposal under this policy. Nor only the custodian is the person who uses it in the case of desktop systems and for servers the custodian is the administrator. The asset custodian should be advised of the expenses relating to the software or information contained in the equipment.

What is the policy?

sensitive personal data is defined by the Data Protection Act 1984, and wherever the computer files are stored in respect of sensitive data of the College, the data should be removed and physically destroyed by crushing.

In the case of disposal where the equipment belongs to the ownership of the College, to comply with the licence and copyright law, the asset should be taken together with Departmental student rights and software other than the original operating system is removed. Licences transferred to software licences including original discs and documentation are supplied with the computer. The original operating system may be retained if the original certificates are available to be transferred with the machine. For the avoidance of doubt, site licensed software such as Microsoft software is not transferable. Repartitioning and reformatting the disk is effectively removing software sensitive data files.