



## **WEEE Policy for the Disposal of ICT Equipment**

## Policy on Reuse & Recycling of ICT Equipment

This document provides guidance on Council Policy relating to the reuse & recycling of ICT equipment. It ensures that the Council:

1. Complies with obligations under European & UK Environmental Legislation;
2. Fulfils its commitment to the Waste Reduction Policy 2005 and Sustainability Policy 2000;
3. Meets software license obligations; and
4. Reduces risk of sensitive data being released to unauthorised persons.

The Council and its employees have a responsibility under several EU Directives, including the Landfill Directive, the Waste Electronic & Electrical Equipment Directive (WEEE) and the Hazardous Waste Directive, to ensure that final disposal of all Waste Electronic and Electrical Equipment is responsible and traceable. In order to meet this obligation, it is the responsibility of the Council to follow the procedures outlined in this document both when initially purchasing electronic equipment and when disposing of such items.

### 1. Register of ICT Equipment

Due to compliance risks associated with inappropriate disposal of electronic equipment, the Council requires items – such as desktop PCs, laptops etc with data holding capacity – to be recorded in the ICT Hardware Inventory and subsequently in the Disposals inventory when disposed of. This is to record ownership, and any transfer thereof, of equipment in order to assist with the traceability of the equipment through the stages of its lifetime and final disposal. It is the responsibility of ICT to maintain the inventories. It is the responsibility of Departments to ensure that their office inventories contain any items not on these inventories e.g. non digital cameras, calculators etc.

### 2. Reuse of Surplus Equipment within the Council

All unwanted ICT equipment must be returned to ICT. If unwanted ICT equipment is still useable ICT follows a general policy of internal cascading of surplus equipment within the authority. If no use can be found within the Council for unwanted equipment, or it is no longer functioning then ICT may use the equipment for parts.

### 3. Disposal for Recycling

**ICT equipment MUST never be disposed of through other General Waste routes. It is illegal to mix computer waste with General Waste or to landfill untreated computer waste.**

Council ICT equipment must also NEVER be sold to staff or any other individual or organisation as this puts the authority in a position as a producer of WEEE.

ICT equipment will not be donated to charities etc., unless the disposal company takes on full responsibility for disposal of the equipment, as this puts the responsibility onto the council of

ensuring that the equipment is kept track of and returned to the Council for disposal, as it is still classed as being owned by the Council.

If no use can be found within the Council for unwanted equipment it must be disposed of as follows:

The items disposed of must be moved from the ICT Hardware Inventory to the Disposals inventory with the details of disposal method, date disposed and authoriser.

Hard drives must have all software and data removed or must be destroyed.

Equipment purchased before 31<sup>st</sup> March 2005 will be collected by a fully authorised WEEE collection contractor. Departments will be charged for this service.

Equipment purchased after 31<sup>st</sup> March 2005 will be collected by the supplier free of charge where possible, otherwise Departments will be charged for this service.

## Document Attributes

### Document Information

|                  |  |
|------------------|--|
| Title            | WEEE Policy for the Disposal of ICT Equipment  |
| File Location    | K:\Strategies Procedures & Protocols\Policies & Protocols\WEEE Policy for the Disposal of ICT Equipment v1.0.doc |
| Description      | This document provides guidance on Council Policy relating to the reuse & recycling of ICT equipment.            |
| Author           | Head of ICT  |
| Date Created     | July 2008  |
| Last Review Date | April 2010   |
| Next Review Date | April 2011   |

### Document History

| Date       | Summary of Changes    | Version |
|------------|-----------------------|---------|
| July 2008  | First version         | 1.0     |
| April 2010 | Reviewed – No changes | 1.0     |

### Document Approval

| Date      | Job Title of Approver(s) | Version |
|-----------|--------------------------|---------|
| July 2008 | ITEX                     | 1.0     |

### Distribution

| Name / Group |
|--------------|
| ICT Service  |

### Coverage

| Groups                         |
|--------------------------------|
| All Employees via the intranet |
| All Members via the intranet   |