

- Computer equipment means personal computers and servers, plus computer peripherals such as printers
- The asset custodian is the person who has the computer on duty, to duty, or is on duty. He is defined as the person in charge of the maintenance of the equipment and any software or information contained in it

Who has the responsibility?

The asset custodian of the equipment has the responsibility for ensuring safe disposal under this policy. Nor may the custodian be the person who uses the 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 1998, and where the computer files have been used in respect of sensitive data of the College, the discs 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 recommended. Licences for 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 disc is effectively removing software sensitive data files.