



# IT Asset Disposal (ITAD) Policy Template

A repeatable framework for secure, legally compliant, and ecological hardware recycling.

**Document Ref:** ITAD-POLICY-TMP-2026

**Target Audience:** IT Operations, Procurement Officers, Compliance & Risk Management Teams

**Implementation:** Adapt, fill placeholders, and route internally for executive sign-off.

## 1. OBJECTIVE & SCOPE

This policy defines the structural requirements and operational standards for decommissioning, erasing, and recycling obsolete corporate IT equipment. The core objective is ensuring that no hardware refresh project compromises company data integrity or breaches environmental legislation.

**Scope:** Applies globally to all employees, contractors, and asset types—specifically corporate laptops, storage media, network infrastructure, and smartphones owned or leased by the organization.

## 2. DEVICE DECOMMISSIONING & CHAIN OF CUSTODY

Before any electronic asset leaves corporate facilities, it must be officially decommissioned and removed from service logs:

- **Asset Registry Update:** Change the deployment status from "Active" to "Pending Disposal" within the Central Asset Management Database.
- **Access Controls:** Revoke MDM policies, sign out of cloud environments, and remove enterprise BIOS-level restriction rules.
- **Secure Retention:** Hold decommissioned units in designated, badge-locked environments prior to scheduled third-party collections.

## 3. DATA ERASURE & SANITIZATION PROTOCOLS

Data exposure mitigation is the highest priority within this organizational framework:

*[Insert Internal Sanitation Choice: e.g., All laptop hard drives must undergo software-based logical sanitization compliant with NIST SP 800-88 standards, or undergo complete physical mechanical shredding to 3mm fragments.]*

Any media failing the logical wipe baseline process must be earmarked for immediate, witnessed mechanical destruction.

## 4. APPROVED ITAD VENDOR CRITERIA

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The organization will exclusively utilize registered IT Asset Disposal (ITAD) vendors who hold verified eco-management credentials. Selected logistics partners must provide downstream visibility demonstrating compliance with local electronic waste policies and circular lifecycle paths.

## 5. AUDIT AND DOCUMENT COLLECTION

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Following every batch dispatch, the procurement and IT infrastructure divisions must verify receipt of the following official closing records:

1. **Data Destruction Certificates:** Cross-referenced directly with hardware serial numbers.
2. **Waste Transfer Documentation:** Providing official logging of regional environmental oversight compliance.

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