



T&M REUSE YORKSHIRE LIMITED

BUSINESS IT ASSET DISPOSAL POLICY TEMPLATE

Business IT Asset Disposal Policy Template

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VALUE PROPOSITION

"Download a ready-to-use policy template to help your business create a secure and compliant laptop disposal process."

1. PURPOSE & SCOPE

This policy defines the mandatory internal procedures for decommissioning, sanitising, and recycling corporate laptops and portable IT assets. It applies to all departments, employees, and third-party contractors handling company-owned hardware across the organization.

2. ROLES & RESPONSIBILITIES

- **IT Department:** Responsible for asset inventory tracking, license deactivation, initiating software data wiping, and coordinating secure collections.
- **Data Protection Officer (DPO):** Ensures compliance with UK GDPR data sanitisation standards and oversees the archiving of destruction certificates.
- **Authorized ITAD Partner:** T&M Reuse Yorkshire Limited manages secure transport, final destruction/recycling, and issues official Waste Transfer Notes.

3. DECOMMISSIONING & DATA SECURITY PROTOCOL

3.1 Backup & Migration

Prior to retirement, all local user data must be verified as successfully backed up to centralized cloud repositories.

3.2 Data Sanitisation Standards

All internal hard disk drives (HDDs) and solid-state drives (SSDs) must undergo certified overwriting in accordance with NCSC or DoD guidelines. Non-functional storage media must be isolated for physical mechanical shredding.

3.3 Certification

A serialized Certificate of Data Destruction must be secured for every single retired laptop unit.

4. ENVIRONMENTAL COMPLIANCE & WEEE DUTY OF CARE

In accordance with UK Waste Electrical and Electronic Equipment (WEEE) regulations, disposal via general municipal waste or landfill is strictly prohibited. All transfers must be accompanied by completed Waste Transfer Notes (WTNs) retained for at least 2 years.

5. POLICY REVIEW

This policy shall be reviewed annually by management to ensure ongoing alignment with evolving UK data protection legislation and environmental standards.

Need Expert Help Implementing Your ITAD Policy?

Partner with T&M Reuse Yorkshire Limited for certified, compliant recycling in Leeds.

Call: 0113 320 3344 | Email: info@tmreuseleeds.co.uk

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