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Wednesday, November 23, 2005

Policy Number:

Policy Title: **Disposal of Obsolete or Outdated Equipment**

Published Date **Wednesday, November 23, 2005**

Suggested Policy Statement

Equipment owned by the [business name here] may only be disposed of by authorized personnel who have ensured that the relevant security risks have been mitigated.

Explanatory Notes

This policy deals with the issues that should be addressed when disposing of the [business name here] computers and related equipment.

Information Security issues that need to be considered when executing your policy include:

- On any device that holds information (i.e. workstation, server, hand-held device); the data can remain accessible even when the system is formatted. This can compromise the confidentiality of the information
 - Lack of succession planning for the disposal and upgrade of existing equipment can threaten business continuity. This can lead to an interruption of services
 - Equipment used intermittently may be disposed of accidentally
 - Proper disposal of old equipment without proper backup can result in data loss
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