

Disposal of obsolete equipment

Background

1. Council does not appear to have any policy on how it should dispose of out of date IT equipment.
2. Council's duties in this matter range from the general duty to dispose of equipment with due regard for the environment (e.g. The Waste Electric and Electronic Equipment (WEEE) Regulations 2013) to the specific duty under the Data Protection Act to make sure that any sensitive personal data is deleted securely.
3. A further complication is the rule under the DPA that requires data to only be held for as long as necessary; mirrors or caches of data on obsolete laptops, for instance, risk breaching this principle.
4. Finally, council is also under a duty to ensure that it secures best value for any equipment to be disposed of. The option of simply wiping data from equipment then destroying it responsibly may not ensure best value.

Recommendation

1. Council is recommended to delegate to the Town Clerk / RFO, after consultation with the Chair / Vice Chair of the Budget and Administration Committee, to dispose of items of obsolete equipment, and
2. Council is recommended to require details of all such transaction to be reported to the first available meeting of the Budget and Administration Committee after the disposal.