POLICY DOCUMENT No F09

DEBENHAM HIGH SCHOOL

A Church of England High Performing Specialist Academy

Redundant Equipment Policy

This policy is reviewed every 2 years in autumn

History of Document

Issue No	Author/ Owner	Date Written	Approved by Finance/GP	Comments
Issue 1	Tracy Darby	May 11	31 May 11	1st issue
Issue 2	Tracy Darby	Nov 13	22 Nov 2013	Review and updated following new FHB 2013
Issue 3	Tracy Darby	Oct 15	16 Oct 2015	Review
Issue 4	Tracy Willmott	Oct 17	20 Oct2017	Review, no changes
Issue 5	Tracy Willmott	Oct 19	10 Oct 2019	Review, no changes
Issue 6	Tracy Willmott	Oct 21	14 Oct 2021	Disposal of ICT equipment and Data Protection

1 Introduction

In accordance with the aims of ensuring value for money and the appropriate use of public funds the school wishes to ensure the best possible value is obtained from the disposal of redundant equipment and fixed assets and that all disposals are recorded and appropriately authorised.

2 Surplus/Redundant Fixed Assets/Equipment

2.1 The Governing Body has the authority to declare equipment, furniture and fixed assets (with the exception of Land and Buildings and heritage assets as defined in the ESFA Academy Trust Handbook), surplus to requirements and to make arrangements for their sale or write-off.

2.2 A Disposal of Equipment form (Appendix A) will be completed for every item which is to be disposed of. Internal control will be exercised to ensure that the item is no longer of use (i.e. it is obsolete) and that obsolete stocks are destroyed to ensure that they are not illegitimately procured and then resold.

2.3 Where the estimated disposal value of surplus or redundant assets (equipment) is less than £500 or sale is to be by public auction or competitive tendering, disposal can be authorised by the Headteacher.

2.4 Disposal of equipment to staff is not encouraged, as it may be more difficult to provide evidence that the school has obtained value for money in any sale or scrapping of equipment. In addition, there are complications with the disposal of computer equipment as it is necessary to ensure that licences for software programmes have been legally transferred to a new owner.

2.5 When disposing of equipment, the school must ensure:

- that all obsolete stocks of this item have been destroyed to ensure they are not illegitimately procured and then resold,
- that all data and hardware has been completely cleared of sensitive data,
- that the Waste Electrical & Electronic Equipment (WEEE) directive has been complied with.

2.6 A full inventory will be completed of all ICT equipment that has been marked for disposal, with a clear understanding of what will happen to equipment once disposed of, e.g. if it will be recycled.

A risk assessment will be undertaken prior to disposal that considers:

- The personal data that is stored on the ICT equipment.
- Who will be responsible for securely erasing any personal data contained on the equipment.
- The security vulnerabilities associated with each possible method of disposal.

- How the equipment will be disposed of, including any third parties involved in the disposal process.
- Adherence to any applicable legislation, e.g. WEEE.

All data on ICT equipment will be erased fully and made inaccessible to others, in line with the school's Data Protection Policy, prior to its disposal, unless a specialist service provider is commissioned to erase data at disposal (see 2.7).

2.7 Where the school uses a specialist service provider to erase data prior to disposal, the school will choose a provider that provides sufficient guarantees about its security measures. The school recognises that the provider will be considered a 'data processor' under the DPA and a written contract will be drawn up with the data processor that ensures an appropriate level of security is in place, with the following included in the contact:

- Explicit direction on the services to be undertaken and that the provider can only act in accordance with the school's instruction
- An approved specification for ICT asset disposal aligned to this policy
- Where applicable, full details of all downstream partners involved in the service; any downstream partner contracts should include the same data controller specification for ICT asset disposal as the minimum service level to be met.

2.8 Where ICT equipment is handed to a third party, a written record will be kept of who has received the equipment.

2.9 The prior approval of the Finance and General Purposes Committee is required if:

- The estimated disposal value is above £500.
- Fixed Assets are to be disposed of with a net book value (Cost less Accumulated Depreciation) above £500.
- The sale of any school item over the value of £100 is to a Governor, member or employee of the School.

2.10 The net income (i.e. excluding VAT) from sales of surplus or redundant assets purchased from the School budget will be credited back to the School budget.

2.11 A list of any equipment disposed of will be presented to the Governing Body at the next meeting. This list will show, so far as may be known, the item, department, date of manufacture or purchase, value when new and when made redundant (estimated where necessary) and disposal value.

2.12 The School's Inventory and Fixed Asset Register will be amended to show disposals and such entries will be endorsed by the Business Manager.

Appendix A

Debenham High School

DISPOSAL OF EQUIPMENT

The Finance and General Purposes Committee confirm their agreement to the disposal of:-

…….

The reason for disposal is that the item is broken/surplus to requirement/irreparable (delete as appropriate).

There is/is not a residual value of the item.

Action to be taken ……(i.e. disposal/sale)

by ……(name)

I confirm:

- that all obsolete stocks of this item have been destroyed to ensure they are not illegitimately procured and then resold,
- that all data and hardware has been completely cleared of sensitive data,
- that the Waste Electrical & Electronic Equipment (WEEE) directive has been complied with.

Signed: …… Date:…….....

Designation: …….

Finance Office use only –

Value obtained for item	£ (cash/cheque)	Carrying Amount	£
Cost centre code		Grant Received for original purchase	Y/N
Ledger code		Removed from Fixed Asset Register	Y/N
Fund			
Original Cost	£		
Accumulated Depreciation	£		