



ENABLE

The Voluntary and Community Sector
Learning and Skills Consortium

Disposal of Waste including WEEE Regulations Policy

Change History

First Published:		19/08/2019	Originally Created by:	Administration Lead
Person Responsible for Policy:		Enable CEO		
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
				19/08/2020
21/04/2020	SMT	No Changes	CEO	21/04/2021

Strategic Commitment

We aim to ensure that the disposal of ICT equipment, especially those with disks or removable media containing information and data is undertaken with due care and attention. If any files contain personal or other sensitive or confidential data then special care must be taken to ensure that this information cannot be accessed by anyone. There have been high profile cases where this care has not been adequately exercised; General Data Protection Regulations 2018 or any subsequent legislation to the same effect requires that these issues are given serious consideration.

Policy

The aim of this policy is to outline the steps that need to be taken to ensure that all ICT equipment is disposed of in the appropriate manner in terms of confidentiality and Waste Electrical and Electronic Equipment (WEEE) legislation and regulation. It will also cover the disposal of confidential waste in line with legal requirements. This policy links to Enable's policies covering – Confidentiality, Data Protection, Records Management and Information Security.

This policy covers both the disposal of ICT equipment and confidential waste, in particular:

- The disposal of and computer related equipment. This includes Personal Computer's (desktop or laptop), mobile devices (tablets, smartphones) mobile phones, printers, scanners and any other peripheral devices such as memory sticks.
- The disposal of and waste material that contains information that would identify an individual learner, employee or contains Enable sensitive information (and as such be deemed in law to be confidential). This includes business information that is not intended for public viewing.
- The policy applies to all materials which contain confidential information for example: paper records, photographs, computer media and audio tapes.
- Any procedure for the disposal of confidential waste must ensure that the confidentiality is protected throughout the whole process of dealing with the waste up to and including it's disposal and final destruction.

The aims of this policy will be achieved through:-

- Effective communication with Enable staff members so that they are aware of the procedures to follow
- ICT department (Activ8) procedure to cover the effective disposal of equipment.

All staff, permanent, temporary or contracted, must be aware of their own individual responsibilities for the maintenance of confidentiality, data protection, and information security management and information quality and understand they are required to comply with this policy. Failure to comply with this policy may result in disciplinary action being taken. Staff must:-

- Confirm to their line manager that they have understood this policy and their responsibility for the protection and security of Enable information they access.
- Be responsible for ensuring that unauthorised individuals are not able to see any confidential Enable information or access Enable systems.
- Should staff transport confidential waste within or between sites this should be done securely.
- Should staff become aware that a breach in confidential information has taken place caused by the inappropriate disposal of waste, the Enable Senior Management Team should be informed immediately.

Enable staff will use the following strategy in order to fulfil the terms of this policy:

1. REDUCE – the best approach to waste is to reduce it at it's source.
2. REUSE – if you cannot reduce it, then try to re-use it.
3. RECYCLE – If you cannot reuse it, then try to recycle it.

Implementation

1. The content and purpose of this policy will be discussed with all existing organisations and new organisations during their initial visit.
2. The policy will be displayed on Enable's website.
3. All staff are made aware of the existence of this policy through the induction process.
4. This policy is reviewed annually and may be revised in response to feedback from learners, tutors and/or membership organisations.

Signed: _____

Position: _____

Date: _____