IT Hardware and Software - Disposal and Cleansing of VU IT Equipment Procedure

Section 1 - Purpose / Objectives

(1) The purpose of the Disposal and Cleansing of VU IT Equipment procedure is to ensure that all University related information is adequately removed from IT equipment prior to disposal.

(2) The disposal of IT equipment includes equipment being sold internally or externally, re-allocated to other departments within the University, trade-in to a vendor or supplier, return on end of lease, loan to any entity, donation or physical destruction of equipment including collection by rubbish removalists.

Section 2 - Scope / Application

(3) This procedure applies to:

    a. External Vendors contracted to physically cleanse IT equipment as part of the disposal process

    b. Organisational Units within VU who purchase or lease IT equipment.

    c. Information Technology Staff

    d. Desktop PCs, laptops/tablets, servers, smart phones and other electronic storage devices.

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) Nil

Section 5 - Procedures

Part A - Roles and Responsibilities

Role	Responsibilities
Organisational Units	Engaging with an external vendor or outsourced arrangement for the disposal of IT equipment. Ensuring that all University Information including computer software has been removed from IT equipment prior to disposal as stated in the ICT Software and Hardware Policy. Retaining records of the removal of University Information from IT equipment prior to disposal for auditing purposes.
External Vendors	Erasing data and information stored on electronic devices as part of the disposal process contract.

Part B - Process

(6) This document provides the procedures for removal of University information from:

   a. Desktop and Laptop Computers
   b. Servers
   c. Other devices
   d. Leased equipment

(7) It also provides Finance Services Procedures for the Disposal of IT equipment

   a. Capitalised items
   b. Attractive items

(8) It also provides links to the IT Equipment Cleansing Checklist.

Part C - Removal of University Information

Desktop and Laptop Computers

(9) All University information including computer software, logos and data is to be removed from IT equipment prior to disposal

(10) Where the PC or laptop is severely damaged and cannot be operated to achieve the removal of software, any storage media must be either removed physically and reformatted on another PC or physically destroyed.

(11) The University must retain relevant documentation and licensed software media unless allowed by the license conditions, for example, software used under a site license.

Servers

(12) Backup of Information

   a. As servers often contain data and information used by the whole University community it is vital to ensure that this is archived at the time the machine is taken out of production service.

(13) Removal of University Information

   a. Removal of all University related information is to be completed by physically wiping any hard disks on the server. If the operating system software license permits, the operating system can be re-installed.

(14) Removal of other non-volatile memory

   a. If a purchaser requires the presence of the operating system to verify the working condition of the hardware, the operating system must be set to its original default distribution state.
   b. This process requires removing all VU generated data, applications, personal files of users and cleaning of selected files relating to passwords, groups, logs, mail boxes, print queues etc.

(15) To maintain security of the network infrastructure, the disks must be erased.

(16) Where the server is severely damaged, and cannot be operated, any storage media must be either removed and physically wiped on another machine or physically destroyed.

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Page 2 of 4

(17) The University must retain relevant documentation and licensed software media unless allowed by the license conditions.

Other devices

(18) All VU proprietary or otherwise confidential information must be removed prior to disposal. This can be achieved by resetting the device to the original factory default.

Leased Equipment

(19) Removal of University Information steps according to the type of device is to be undertaken prior to disposal.

(20) The equipment to be returned is required to be in the same condition as when it was supplied.

Part D - Finance Services Procedures for the Disposal of IT equipment

Capitalised Items

(21) Capitalised items are those worth more than $5,000 and are registered University assets

(22) The Assets/Transfer Form must be completed and returned to Finance Services

Attractive Items

(23) Expensed items worth less than $5,000 are considered attractive items and are the responsibility of the organisational unit to record and manage in accordance with the Attractive Items Procedure.

(24) The Attractive Item Transfer/Disposal Form must be completed and returned to Finance Services

Part E - IT Equipment Cleansing Checklist

(25) The IT Equipment Cleansing Checklist must be completed for all electronic storage equipment disposals and retained by the relevant cost centre or department for auditing purposes.

(26) External vendors contracted to erase data and information stored on electronic devices as part of the disposal process are required to complete the IT Equipment Cleansing Checklist for each disposal item.

Section 6 - Guidelines

(27) IT Equipment Cleansing Checklist.

Status and Details

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