Appendix 3

West Dunbartonshire Council

(Information Security Policy Framework)
Acquisition and Disposal of ICT

1   All acquisitions should be in accordance with the provisions of the Council's Standing Orders and its Financial Regulations. ICT asset tag PCs, Windows laptops and tablets but not printers, monitors, USB keys and Mobile phones . Any queries should be directed to Corporate Procurement and/or ICT Service Desk.

1.1   Prior to the disposal of any IT equipment, ICT must be consulted to arrange for inventory details to be recorded and removed from inventory list. ICT will also advise if the permanent removal of all data and software is required or if the software license can be transferred to another PC.

1.2   In the event that the disposal of equipment, electronic media or output containing personal or sensitive data is required, this must be advised to and arranged via ICT to ensure proper removal of confidential data.

1.3   Disposals should be in accordance with the provisions of the Council's Standing Inventory Instructions. ICT equipment includesTapes, CD, DVD, USB drives, mass storage drives, external hard drives, optical drives and media, computer printed output and ICT related WEEE (Waste Electrical and Electronic Equipment).

1.4   All paper output no longer required by the Council should be disposed of with due regard to its sensitivity. Confidential paper output should be disposed of by shredding or secure disposal by an approved agent. Each Service is responsible for ensuring that appropriate facilities are provided.

NB. This procedure is currently under review, if in doubt, please contact Records Management for advice.

1.5   It is essential that all asset tagged ICT equipment retain the tag when prepared for disposal for Asset inventory purposes.

1.6   All printed /paper output no longer required must be disposed of in keeping with the authorities data protection policy and be in line with guidance on WDC's records retention periods.