



# **LEI SHING HONG LIMITED**

## **IT EQUIPMENT DISPOSAL POLICY**

<b>Version</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>	<b>Effective Date</b>
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## **Background**

IT equipment such as computers, tablet computers, mobile phones and digital storage devices is vital and valuable asset to LSH and is used in administrative processes which involve creating or handling information, some of which may be confidential and sensitive to individuals or to the organization.

The Disposal of such IT equipment, due to its need for replacement or upgrade, or merely because it has become obsolete, surplus or redundant, is therefore a relevant issue.

In order to protect sensitive and classified company data, all storage mediums must be secured respectively properly erased before being disposed to avoid subsequent data breach or identity theft.

## **Policy Statement**

Corporate IT and the respective local IT shall have sole responsibility for disposing of any IT equipment. IT equipment items declared as either excess, obsolete, or non-functional must be disposed of in accordance with this policy.

Any IT equipment that has the potential to store sensitive data and which is no longer needed or has reached its “end of life” must have its data securely deleted and wiped to ensure sensitive data deemed unreadable and unrecoverable before being redistributed or reused within the organization or disposed of.

Any IT equipment assets disposed from the company must comply with software licenses and copyright law and Corporate/local IT must ensure that all licensed software or operating systems are properly removed.

## **Objective**

To establish and define the guidelines, the responsibilities of individuals, and a consistent process for the secure Disposal of IT equipment and components owned by LSH but no longer required.

To ensure all IT equipment which deals with sensitive data is sufficiently backed up, copied and/or removed prior to being disposed of and is disposed of in line with any legal requirements to prevent unauthorized disclosure.

To re-use equipment wherever possible in order to reduce costs and reduce the negative impacts of Disposal on the environment, in line with all relevant legal requirements.

To maintain the accuracy of the IT equipment inventory database and ensure appropriate oversight and accountability of disposed assets.

## **Applicability**

This policy applies to all leased and non-leased IT Equipment and/or Devices, including but not limited to those that have the ability and capability to store company information and sensitive data, which are no longer needed within the LSH Group.

All employees, permanent, temporary or contracted, must comply with this policy.

## Definitions

Term	Definition
<b>IT Equipment and/or Devices</b>	Any technology assets or peripheral devices including, but not limited to the following: <ul style="list-style-type: none"><li>• Computer equipment (i.e. personal computers, laptops, servers, etc.)</li><li>• Network equipment (i.e. routers, switches, wireless access points, etc.)</li><li>• Mobile devices ( i.e. handheld computers, tablets and smart phones )</li><li>• Peripherals (i.e. monitors. keyboards, mice, speakers, etc.)</li><li>• Office equipment (i.e. printers, scanners, copy machines, etc.)</li><li>• Magnetic storage media (i.e. hard drives, floppy discs, portable storage devices, backup tapes, etc.)</li><li>• Optical media (i.e. CDs, DVDs, etc.)</li><li>• Flash memory (i.e. solid state drives, USB removable media, memory cards, and embedded flash memory on motherboards or network adapters, etc.)</li></ul>
<b>Disposal</b>	Disposal in relation to an IT equipment includes: <ul style="list-style-type: none"><li>• The demolition, dismantling or destruction of the IT equipment asset; or</li><li>• Any other process applied to an IT equipment which results in loss of ownership of the IT equipment asset otherwise than by way of transfer of ownership.</li></ul>

## Procedure

All obsolete, broken, or unwanted IT equipment that has reached the end of its useful life will be reported and/or sent to Corporate/local IT to select the most appropriate action after taking into consideration of Disposal options available in the following order of preference which shall be in compliance with the relevant environmental protection laws and/or any other applicable laws:

- IT equipment will be re-used where feasible. Data and software will be removed securely, and the equipment re-provisioned for use.
- Equipment that can no longer be used in whole may be cannibalized for useful components by dismantling and re-use of parts if there is any potential for recovering useful and valuable components from the item as spare parts for support.
- Equipment will be scrapped and trashed coordinated by Corporate/local IT.

Departments that need to dispose of unwanted technology items shall do so by seeking proper approval as outlined in the company policy before emailing a completed IT Equipment Asset Disposal Form (see Appendix I of this policy) to Corporate/local IT with the asset tag number and location of the IT equipment in question.

## **IT Equipment Disposal Process and Checklist**

The Corporate/local IT will securely erase all storage mediums in accordance with current industry best practices.

- All data including all files and licensed software shall be removed from the equipment using disk sanitizing software that cleans the media overwriting each and every disk sector of the machine with zero-filled blocks, meeting industry standards.
- Software purchased and deployed under company licensed program (e.g. Microsoft Office, Adobe Creative Cloud) must be retained for possible re-deployment. The corresponding software asset inventory should be updated.
- IT Equipment Asset Disposal Form (see Appendix I of this policy) should be signed off by the Corporate/local IT and kept on file for record in the Corporate/local IT to ensure an auditable trail of Disposal and/or destruction is evidenced.

All warranty or repair contracts of IT equipment should contain a statement regarding erasure of data on the hard drive, including a description of the vendor procedure for sanitization. If replacement is necessary as part of a warranty or repair contract and the hard drive sanitization cannot be accomplished for technical reasons, the vendor receiving the device should have a contractual agreement to enable LSH to retain the hard drive and/or a confidentiality and non-disclosure agreement in place with LSH. If neither agreement is in place, before returning the device to the vendor, Corporate/local IT should remove the hard drive and ensure its destruction.

Under normal circumstances, no IT equipment or devices subject to Disposal should be sold, given, or donated to any individual, employee, or organization.

## **Responsibility of Data Backup Prior to Disposal**

It is the explicit responsibility of the owner of the IT equipment to ensure that all relevant data has been sufficiently removed from the IT equipment device and backed up before turning in for Disposal.

Once the IT equipment is in Corporate/local IT's possession, all data will be securely sanitized and made unrecoverable for the purpose of confidentiality and data loss protection unless special request to keep under special circumstances.

Corporate/local IT will not be responsible for saving or removing any residual data, but will reconfirm with the previous user and/or respective departments such as HR which sensitive data have to be kept for the company.

## **Media Destruction**

Assets bearing sensitive data shall not be removed from the company and disposed until all data is destroyed on-site in accordance with this policy.

## **Reuse and Redistribution of IT Equipment**

Corporate/local IT will undertake the necessary secure procedures to ensure any sensitive data is removed before IT equipment is redistributed.

**Asset Inventory**

Details must be recorded and updated within the IT equipment inventory database to ensure the company has an up-to-date record of active IT equipment assets.

A full inventory of IT equipment disposed of through the contract is maintained with Corporate/local IT.

**Exception**

Deviations and exceptions from this policy require approval of the Head of Corporate IT and the respective local IT in advance.

**Enforcement**

Failure to comply with this policy may result in disciplinary action being taken.

## Appendix I

### Sample - IT Equipment Asset Disposal Form

This IT Equipment Asset Disposal Form is an example to demonstrate the types of information that should be collected and how a form might be formatted. Please use the current version of this form at the time of the disposal request.



#### LEI SHING HONG LIMITED IT EQUIPMENT ASSET DISPOSAL REQUEST FORM

Section 1: To Be Completed By Department Making The Request			
EQUIPMENT INFORMATION			
Equipment Type		Asset Tag #	
Manufacturer		Model	
Serial Number		Equipment User	
DATA BACKUP REQUEST			
Data Backup	<input type="checkbox"/> Yes <input type="checkbox"/> No	Retention Period	
Date Requested		Email	
Name		Title	
Department		Telephone	
Section 2: To Be Completed By IT Department			
DISPOSAL INFORMATION			
Receipt Date		Completion Date	
Data Backup Location (if applicable)			
REASON(S) FOR DISPOSAL			
<input type="checkbox"/> Obsolete <input type="checkbox"/> Replaced <input type="checkbox"/> Damaged <input type="checkbox"/> Beyond Repair <input type="checkbox"/> Stolen <input type="checkbox"/> Transfer			
DISPOSAL METHOD			
<input type="checkbox"/> Salvage <input type="checkbox"/> Recycle * <input type="checkbox"/> Trade-in * <input type="checkbox"/> Donation * <input type="checkbox"/> Sale * <input type="checkbox"/> Re-Used			
* If the disposal method is recycle, trade-in, donation, or sale, please provide the following information on the recipient:			
Company Name		Contact Person	
Telephone		Email	
Comments / Notes			
CONFIRMATION			
Title	Name	Signature	Date
IT Director			
Disposed By			