

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Equipment Disposal Procedure		Doc. No.	IT114
Scope	IT Department			
Purpose	Procedure for the disposal of any IT equipment from UC24 premises, including the destruction of information stored on any redundant hard drive. This procedure is to ensure that Urgent Care 24 is working to NHS guidelines when disposing of IT equipment.			
GUIDELINES	In all instances sensitive and personnel information must be appropriately removed from any electrical device that has the capability to store information these can include hard drives, memory storage devices, fax machines, printers including drums, film and imaging units, blackberry’s, mobile phones, MP3 players, laptops, tablets.			
PROCEDURE			RESPONSIBILITY	
1.	The IT department identifies what equipment is to be disposed of and stores this equipment within the storage room ready for a date of disposal.		IT Department	
2.	Hard Drives removed from all computer systems require a separate destruction which must then be issued with a certificate upon destruction.		IT Department	
3.	Printers and Fax machines must have any toners and Inks and paper removed prior to disposal, and drums, film and imaging units safely destroyed using approved contractors.		IT Department	
4.	Redundant items ready for disposal must be secured prior to disposal. Once 10 or more items are ready for disposal then a call to CDL Disposal is to be made on telephone number 01925 730033 to arrange a collection.		IT Department	
5.	Once a disposal is completed then a certificate from CDL must be obtained to record the items disposed and a copy kept within the IT files.		IT Department	

6.	All equipment disposed of must then be recorded on the IT asset register.	IT Department



Urgent Care 24

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	SOP IT114 Equipment Disposal Procedure		Doc. No.	IT114
Version	V2			
Approving Managers/Committee	Operational Directorate			
Date Ratified				
Department of Originator	Head of IT			
Responsible Executive Director				
Responsible Manager/Support				
Date Issued	13/07/2011			
Review Date	November 2016 or when there is a change in the process.			
Target Audience	Operational, IT Staff, Administration and Operational Directorate			
Version	Date	Control Reason	Accountable Person for this Version	
V1-	2011-2013	Reviewed and updated accordingly	IM&T	
V2	October 2015	Reviewed and updated accordingly	Head of IT	
Reference documents		Electronic Locations	Locations for Hard Copies	
		Urgent Care 24 Intranet / SOPs / Operations section	Standard Operating Procedures File in the Call Centre.	
Document Status: This is a controlled document. Whilst this document may be printed, the electronic version maintained on the UC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.				