

- Computer equipment means personal computers and servers plus computer peripherals such as printers
- The asset custodian is the person who has the computer on duty to duty basis and is liable defined no edge of the limit of the equipment and any software or information contained in it

Who has the responsibility?

The asset custodian of the equipment has full responsibility for ensuring safe disposal under this policy. Nor by the custodian is the person who uses it in the case of desktop systems and for servers the custodian is the administrator. The asset custodian should be advised from the vendor's reports relating to the software or information contained in the equipment.

What is the policy?

sensitive personal data is defined by the Data Protection Act _____ and otherwise the computer files mentioned in respect of sensitive data of the College the disclosure, reproduction and physical destruction of such data

In the case of disposal here the equipment carries the ownership of the College to copy with the licence and copyright the asset stored in together with Department students' software other than the original operating system is reproduced necessarily transferred the original operating system may be retained if the original certificates are available to be transferred with the machine. For the avoidance of doubt site licensed software such as Microsoft software is not transferred. Repartitioning and reformatting the disks effectively reproduce software as data files.