



Croydon Shire Council

ICT Disposal Policy

Document Control

Responsible Officer:

Chief Executive Officer

CEO Signature:

Date:

14 November 2024

Category (tick):

- ☒ **Policy** *Council resolution required*
☐ **Procedure** *CEO approval required*
☐ **Guideline** *CEO approval required*

Approval date	Head Policy #	Reference Number	Reason/Comment	Next review
14/11/2024		POL STRAT 24	New Policy	Nov 2026

1. Purpose

1.1. The purpose of this policy is to:

- Prevent unauthorised access to sensitive information during and after the disposal process.
- Ensure compliance with legal, regulatory, and organisational requirements.
- Promote environmentally sustainable disposal practices.
- Document and manage the disposal process effectively.

2. Scope

2.1. This policy applies to all Users at CSC, including all personnel affiliated with third parties. This policy applies to all ICT equipment and resources that are owned or leased by CSC, including but not limited to:

- Computers
- Networks
- Data and information systems
- Mobile devices
- Cloud services
- Email and communication tools.

2.2. All Users at CSC are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with CSC policies and standards, and local laws and regulation.

3. Background

3.1. The ICT Disposal Policy is required to ensure the secure and environmentally responsible disposal of Information and Communication Technology (ICT) assets within Croydon Shire Council.

4. Legislation

4.1. Information Privacy Act 2009 (Qld)

4.2. Local Government Act 2009 (Qld)

5. Definitions/ Acronyms/ Abbreviations

5.1. In this Policy:

Council/ CSC	means Croydon Shire Council
ICT	means Information, Communications & Technology
Information, Communications and Technology Systems and Devices:	Includes all CSC internet, email and computer facilities which are used by Users, inside and outside working hours, in the workplace of CSC (or a related corporation of CSC) or at any other place while performing work for CSC (or a related corporation of CSC). It includes, but is not limited to, desktop computers, laptop computers, and handheld electronic devices, smart phones and similar products, and any other means of accessing CSC's email, internet, and computer facilities, (including, but not limited to, a personal home computer which has access to CSC's ICT systems).
User	Applies to all employees, contractors, volunteers, and councillors of Croydon Shire Council

6. Responsibilities

- 6.1. Executive Management: Ensure that resources are allocated for the secure and compliant disposal of ICT assets. Promote awareness of the policy across the organisation.
- 6.2. IT Support/Management: Implement and manage the ICT disposal process. Ensure compliance with security and environmental standards.
- 6.3. All Employees: Adhere to the ICT disposal policy/procedures and report any issues or breaches related to the disposal process.
- 6.4. Contractors and Thirds Parties: Comply with the organisation's ICT disposal policy and ensure that their Users do the same.

7. ICT Asset Disposal Procedures

- 7.1. Inventory Management: Maintain an up-to-date inventory of all ICT assets, including details of their disposal status.
- 7.2. Data Sanitisation: Prior to disposal, all data on ICT assets must be securely erased using approved data sanitisation methods. For highly sensitive information, physical destruction of storage media may be required.
- 7.3. Disposal Methods: ICT assets should be disposed of through one of the following methods.
 - **RECYCLING**: Recycle ICT assets through accredited e-waste recycling facilities
 - **DONATION**: Donate usable ICT assets to approved organisations, ensuring that all data has been securely erased
 - **RESALE**: Sell ICT assets through approved channels, ensuring that all data has been securely erased
 - **DESTRUCTION**: Physically destroy ICT assets that cannot be reused or recycled, ensuring that data cannot be recovered

8. Data Protection

- 8.1. Data Erasure: Use certified data erasure software to ensure that data cannot be recovered from ICT assets. Verify and document the data erasure process.
- 8.2. Physical Destruction: For storage devices that cannot be securely erased, use methods such as shredding, degaussing, or incineration to destroy the device. Ensure that the destruction process is documented.

9. Environmental Considerations

- 9.1. Compliance with Environmental Laws: Comply with all relevant environmental laws and regulations regarding the disposal of electronic waste.
- 9.2. Sustainable Practices: Promote the reuse and recycling of ICT assets to minimise environmental impact. Partner with certified e-waste recyclers to ensure environmentally responsible disposal.

10. Incident Management

- 10.1 Incident Reporting: Report any incidents related to the disposal of ICT assets, such as data breaches or environmental hazards, to the IT Department immediately.
- 10.2 Incident Response: Follow the organisation's incident response plan to address and mitigate the Impact of any disposal-related incidents.

11. Awareness

- 11.1 All Users involved in the disposal of ICT assets must be aware of this policy and any associated procedures. In particular items involving data protection, environmental considerations, and documentation requirements.

12. Related Documents

- 12.1. ICT Acceptable Use Policy/ Procedure
- 12.2. ICT Change Management Policy/ Procedure
- 12.3. ICT Data Management Policy/ Procedure
- 12.4. ICT Disposal Policy/ Procedure
- 12.5. ICT Email and Internet Use Policy/ Procedure
- 12.6. ICT Incident Response Policy/ Procedure
- 12.7. ICT Information Security Policy/ Procedure
- 12.8. ICT Password Security Policy/ Procedure
- 12.9. ICT Security Awareness Policy/ Procedure
- 12.10. ICT User Access Management Policy/ Procedure
- 12.11. CSC ICT Social Media Policy

13. Breaches

- 13.1. Breaches of this policy should be reported to the Business Services Manager.
- 13.2. In the case of breaches by a Councillor, Mayor or Deputy Mayor, breaches should be reported to the Chief Executive Officer.

14. Policy Review

- 14.1. This policy will commence from the date of approval unless otherwise specified. It replaces all other other Council Policy documents of the same subject matter.
- 14.2. The policy is to be reviewed in accordance with the Governance Framework Policy
- 14.3. Council reserves the right to vary, replace, or terminate this policy from time to time.

15. Approval

- 15.1. This policy was duly authorised by Council resolution on 14 November 2024 as Croydon Shire Council's ICT Disposal Policy and shall hereby supersede any previous policies of the same intent.