



BARTESTREE WITH LUGWARDINE Parish Council

IT Disposal Policy

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The Parish Council has only one council owned device (clerk's laptop) alongside 2 back up USB sticks.

When no longer needed this laptop will be securely destroyed (using a registered third party) or securely overwritten using authorised software.

Likewise, the USB sticks will also be securely and physically destroyed.

Parish councillors use their own machines to receive parish information on. All information must be retained by them only for as long as required.

Should councillors wish to scrap or sell their personal electronic media they must use an authorised software package to ensure that all files (even initially deleted ones) have been removed from the media.

Further Information:

https://ico.org.uk/media/for-organisations/documents/1570/it_asset_disposal_for_organisations.pdf