

OAKWOOD BUSINESS SYSTEMS LTD

www.oakwood-systems.co.uk

This document describes the procedures adopted by Oakwood Business Systems for the disposal of computer media, hazardous or confidential waste material.

- PC hardware – the machines should be stripped of any hazardous products such as mercury/lithium batteries.
- Hard Drives: The disc drives should be destroyed if confidential or customer information of licensed operating system is installed on the PC.
- PC Monitors - contain hazardous waste materials and disposal to be arranged with the computer disposal specialists (Cambridge)
- CDs & Computer Media – disposal should be dealt with as plastic waste unless they contain confidential information, in which case CD products should be shredded.
- Plastic cases can be re-cycled. CDs may be recycled or incinerated. Unmarked CDs may be treated as suitable for re-use.
- Personal Data Files – must be handled in accordance with the Data Protection Act 1998
- Confidential paper Documents – must be shredded before disposal.