

# **Hardware Procurement and Disposal Policy (Overseas Offices Only)**

## **IT Policies**

## Introduction

This is a statement of policy about the procurement and disposal of IT hardware owned by the British Council in its overseas offices. IT hardware is defined as servers and workstations (monitor, keyboard, CPU and mouse). IT hardware in UK offices is owned by Logica and excluded from this policy.

Printers, scanners, network devices and other peripherals are excluded from this policy. Procurement decisions on these items rest with Country Directors. The Regional IT Hub or Business Relationship Managers may be consulted for advice.

## Procurement

Procurement of workstations must be done in consultation with Global IS through your Regional IT Hub or Business Relationship Managers. Global IS will aim to fund the procurement of replacement workstations subject to the budget available for Tech Refresh. If necessary Global IS will seek funds from Country Directors/Regional Directors for any additional workstations.

Only workstation models on the list approved by Global IS may be procured. View the current list of approved workstation models.

1. Models must be procured with a standard 3 year warranty
2. Workstation lifecycle is a minimum 4 years from the date of purchase.
3. Global IS must be consulted, as for workstations, before procurement of new or replacement servers. Global IS will aim to meet the cost of replacement servers, subject to the budget available as for workstations.
4. Server lifecycle is a minimum 5 years from the date of purchase.
5. Servers must be procured with a minimum 5 year warranty.

Global IS cannot fund additional servers or workstations which are required as a result of projects to move to new premises or upgrade existing. Global IS will however include servers and workstations procured by premises projects to subsequent Tech Refresh programmes.

## Disposal

Essential Finance provides guidance on disposal of assets that includes selling, donation or destruction.

Disposal of IT hardware is the responsibility of the country directorate.

The following standards apply:

- Decisions to dispose made by country directorate management and disposal closely supervised.
- Environmentally friendly disposal, meaning compliance with local policies and with corporate policies where these are more restrictive than local policies. See The green office guide for British Council offices for further help and guidance.
- BC absolved from any liability for equipment, meaning that the receiving party has signed a waiver or equivalent instrument which absolves the BC of liability for the consequences of any use of the equipment once it has passed out of BC hands.
- Confidentiality and compliance with UK Data Protection Act the WEEE directive.

- Data is deleted/destroyed in a manner which ensures it is no longer accessible as this may compromise confidentiality. Just deleting data is not acceptable as there are tools that can recover deleted files, instead use a tool such as Kill Disk.
- Hard disks containing sensitive data must be physically removed and destroyed.
- If hardware is given to a third party for destruction they should follow the ISO 17799 standard or be BS7799 certified. They must also provide a written undertaking that they will destroy the data.
- Back up data or archive data that may be required in future is held in a format that can be restored and read by current BC systems.

Refer any questions about how to implement this policy to your Regional IT Hub or Business Relationship Managers.