

Complimentary Resource: Internal Policy Template

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Internal Policy Document: Sustainable IT Procurement & Disposal

To: Board of Directors / Senior Leadership Team / Board of Governors

From: [Insert Institution/Authority Name]

Subject: Implementation of Circular Economy Principles for IT Asset Management

1. Executive Summary

The purpose of this policy is to transition our organisation from a linear "take-make-waste" IT model to a sustainable Circular IT Strategy. This shift aligns our technology lifecycle with public sector Net Zero carbon targets, reduces capital expenditure (CAPEX) on hardware, and guarantees 100% compliance with UK data protection legislation through professional asset disposal.

2. Policy Objectives

- **Sustainability:** Measurably reduce Scope 3 emissions by extending hardware lifecycles and enforcing a zero-e-waste-to-landfill mandate.
- **Fiscal Responsibility:** Optimise public funding allocations by utilising high-specification, refurbished hardware where brand-new assets are not mission-critical.
- **Security & Compliance:** Mitigate data breach risks and maintain UK GDPR compliance by utilizing only accredited, third-party audited disposal specialists.

3. Procurement Protocol: "Refurbished First"

Effective [Date], the IT Procurement department will adopt a "Refurbished First" evaluation process for all hardware requests across all departments, faculties, and campuses.

- **Standardisation:** Sourcing will be prioritised "Grade A" enterprise-grade refurbished hardware over new, lower-specification consumer alternatives.
- **Performance Matching:** Hardware choices will be mapped precisely to user roles. If a refurbished device meets or exceeds the technical requirements of the role (e.g., administrative, classroom, or general management), it will be selected by default.
- **Environmental Accounting:** Every refurbished unit purchased will be logged as a carbon-saving metric, directly contributing to our annual Sustainability Report and green mandates.

4. Asset Disposal & ITAD Standards

The unauthorised disposal, hoarding, or casual recycling of legacy IT equipment is strictly prohibited. All end-of-life (EOL) assets must pass through an authorised IT Asset Disposal (ITAD) specialist.

- **Accreditation Standards:** Our chosen ITAD partners must hold recognized industry certifications (such as ADISA or BS EN 15713).
- **Data Sanitisation:** A serialised Certificate of Data Erasure must be obtained for every individual asset and storage drive, ensuring full compliance with the Data Protection Act 2018.
- **Material Recovery:** Equipment that cannot be economically refurbished must be broken down into raw material streams via audited, sustainable recycling partners.

5. Expected Outcomes

- **Cost Efficiency:** An anticipated 30% to 60% reduction in per-unit acquisition costs compared to new hardware alternatives.
- **Carbon Mitigation:** An estimated savings of 150kg to 200kg CO² per laptop deployment by avoiding new manufacturing embedded carbon of 85%.
- **Budget Recovery:** Any revenue generated via the remarketing of legacy assets will be directly reinvested into the active IT budget.

6. Risk Management

All refurbished hardware sourced under this policy must include a minimum 12-month comprehensive warranty—matching or exceeding standard manufacturer warranties for new products—to ensure absolute operational continuity.