



Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1.0 Policy Objective

The purpose of this Policy is to provide guidelines regarding requirements for staff on the secure disposal of councils IT and Communication equipment and information.

2.0 Related Legislation/Policies

Records Management Policy And Program Policy No CS 04
ICT Incident Management Policy No CS 25
Information Security and Management Policy No CS 28

3.0 Definitions

"Secure Disposal" means the process and outcome by which information including information held on IT and Communication equipment is irretrievably destroyed in a manner which maintains the security of the equipment and information during the process and up to the point of irretrievable destruction.

"IT Equipment" means all equipment purchased by or provided by Council to store or process information including but not necessarily limited to desktop computers, servers, printers, copiers, laptops, tablet computers, electronic notebooks, mobile phones, digital recorders, cameras, DVDs, CDs and other portable and removable media.

"Information" means all the information and data held or recorded electronically on IT equipment or manually held or recorded on paper.

"Sensitive Information" comprises all personal information and all confidential information, the loss of which would, or would be likely to, cause damage or distress to individuals or to the Council.

"Default Classification" is that all information is deemed to be sensitive unless specifically identified as otherwise.

4.1 Policy Content

This Policy is to ensure that all IT and Communication equipment disposals follow recommended guidelines to guard against possible data loss.

This policy provides a framework for identifying, classifying, reporting and managing:

- IT and communication equipment that hold data across all of Council.

4.2 Scope

This policy covers all data and information held by the Council in electronic form. It does not cover the disposal or destruction of manual records held on paper or in hard copy.

4.3 IT Equipment

Since the policy default is that all IT equipment which stores or processes data will be deemed to hold sensitive data, then all such IT equipment will undergo appropriate physical destruction or an appropriate data overwrite procedure which irretrievably destroys any data or information held on that equipment.

Where an overwrite procedure fails to destroy the information irretrievably, the equipment shall be physically destroyed to the extent that the information contained in it is also irretrievably destroyed.

For the avoidance of doubt, removable digital media including but not limited to CDs, DVDs and USB drives, where the default is that they contain sensitive data, shall, if not successfully overwritten, be physically destroyed to the extent that all data contained in the media are irretrievable.

All IT equipment awaiting disposal must be stored and handled securely.

Where the overwriting procedure and/or physical destruction of IT equipment are carried out on behalf of the Council by a third party, there shall be a contract with that third party which appropriately evidences:

- that party's obligations to keep that data confidential and;
- that party's responsibility for the secure disposal of the data.

In any case where IT equipment is to be passed on by the Council for reuse, those staff involved in the sale or transfer of the equipment shall ensure that any information on the equipment has been irretrievably destroyed and that any other appropriate issues, including, but not limited to, the safety of the equipment are satisfactorily addressed.

4.4 Photocopiers and Printers

Photocopiers and printers used or owned by the Council may have a data storage capacity. Where such equipment contains information or data, the disposal of such equipment must have due regard to this policy.

4.5 Industrial Equipment

Council has a large number of industrial equipment including Programmable Logic Controllers (PLC's) and radio telemetry network that may also contain data storage capacity. Where such equipment contains information or data, the disposal of such equipment must have due regard to this policy.

4.6 Mobile Phones and Tablet Computers

Destruction of data held on this equipment may require specialised software to ensure data is fully destroyed. Some data may be kept stored on the internet and this data may also need to be disposed of.

SIM cards may also contain data such as contacts which if not being reused will require destruction before disposal.

Where an overwrite procedure fails to destroy the information irretrievably, the equipment shall be physically destroyed to the extent that the information contained in it is also irretrievably destroyed.

4.7 Recording and Reporting

Any third party contracted to dispose of sensitive hard copy information shall certify the irretrievable destruction of the information.

Council staff who have responsibility for the information which is disposed of shall ensure that the disposal conforms with the Records Management policy and program retention schedule and that, where necessary, a record is kept documenting the disposal.

Council staff shall keep a record of the asset number or appropriate information about the equipment which has been disposed of along with a record of the process by which the information stored on the equipment has been irretrievably destroyed.

4.8 Responsibilities

Manager ICT

The Manager ICT is to ensure destruction and disposal of IT and communication equipment is documented and managed in accordance with this policy. The Manager ICT is responsible for the overarching governance and implementation of the policy throughout the Council and ensuring that all employees are fully aware of the Council policy and process and have received appropriate training.

The Manager ICT is also responsible for the development and monitoring of the adherence to the Policy.

ICT Section

The ICT Section will follow the guidelines of this policy to ensure all data is appropriately destroyed before disposal of equipment and that all documentation is completed and approved by the Manager ICT.

The ICT section will ensure staff are aware of their obligations when disposing of IT or communication equipment.

5.0 History

New Policy

Department:	Corporate Services	Last Reviewed	Resolution Number
Policy Category	Organisation	24 Oct 2022	By MICT
Endorsed By:	AGMCS		
Approval Authority:	General Manager		
Policy Owner:	ICT		
Contact Officer:	Manager ICT		
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