

WasteGPS™ Report

Special CEO & Senior Executive Report
Decommissioning—Your New Responsibility

Acceptable Use Policies (AUPs)
Computer Decommissioning

Company Computer, PDA and Photocopier Disposal

*Sometimes there is gold in that old equipment ... and I'm not talk'n circuitry ...
I'm talk'n company information!*

WasteGPS™ because ...

"You don't want your company data and information going out the door with your old equipment!"™

Business owners, senior management, executives and board of director members need to be cognizant about their risk and exposure to damages caused by inappropriate disposal or release of old computers, PDA's and photocopiers at the end of their useful life.

If company equipment disposal is left unmanaged even innocent practices used by employees or "unknown persons" to get rid of the equipment can leave a company exposed to serious damage. The extreme case ... business loss.

FOUR ELEMENTS OF MANAGEMENT TO RECOGNISE AND IDENTIFY

Business & Office Electronics ...

- Computers
- Photocopiers
- Scanners
- Computer Based Fax Units
- Computer Based Answering Machines
- Imaging Recording Devices
- PDAs
- Colour Thermal/Laser Printers

Common Equipment Disposal Situations ...

- Sale of surplus computers & equipment to employees
- Donations of equipment to charities
- Curbside and dumpster disposal of old, or no longer used equipment
- Leased equipment turn-ins
- Equipment trade-ins for discounts and credits
- Scrap parts and pieces disposals
- Annual office junk clean-ups to make space

Types of Data and Information ...

- E-mail addresses
- Contact information and notes
- Authorized service tag numbers
- Support service phone numbers, user names and passwords
- Digital images
- Live networking links and technical network information

Sources of Data and Information ...

- Hardware
- Software
- Manuals
- Disks
- Packaging and Documentation

Poor management and control of the four elements

- Equipment types
- Disposal practices
- Forms of data information
- Sources of data and information

can result in valuable company information being neatly packaged and shipped out the door for anyone to see and use.

No one wants to face and have to deal with serious information leaks into the public domain, yet they happen all the time unbeknownst to the senior management. The potential repercussions could be devastating to both the company management, and owners. Once that data and information goes out the door with the old equipment - you lost it. Anyone in possession of it can use it without you even being aware of it, until it is too late ... if you ever find out.

The Potential Risk of a Stealth Attack ... You Won't Know What Hit You ... or Who!

Unlike other problems associated with poor policies and procedures, an equipment disposal information leak problem that can hit you months from the disposal time from out of the blue.

You will have no idea ...

- who has the data
- where is the data
- how much data is held
- the scope and types of data being held
- how widespread the data is distributed
- what is being done with the data
- if the data holder knows he has the data
- if the data holder releases the value of the data to your competitors, or the general public
- how the data holder will "play" with the information leaving your company's fingerprint on any damaging communications based on the use of the data
- If the data holder realized the damage he/she can cause with the careless use of the data

You can become a victim of an unknown person(s) who hold your company's fate in their hands.

Manage Equipment Disposal to Avoid Problems

The key is to develop and implement a few effective, short, and simple guidelines (Acceptable Use Policy) and professional disposal support to recognize and deal with equipment recycling and disposal at the earliest stage.

You want to avoid being placed in a situation where things get out of control and you have to deal with time consuming and costly disciplinary/corrective actions.

Be aware that some damages caused by inappropriate disposal or recycling can not be corrected. Your insurance company may not cover the damages and cost of information recovery and damage remediation.

At first glance someone will tell you to just smash the hard drive or equipment - there is a little more to it than that ... first you must recognize certain facts and deal with them before you go on a mad-cap smashing spree.

Certain things need to be recognized in decommissioning equipment recycling or disposal such as

- information retention requirements
- technical information documentation and markings
- information ownership
- the suitable information back-up requirements
- documentation of asset disposal
- authorizations

... just to name a few

There is Help ...

Through Evancom® WasteGPS™ Service we decommission and remove office equipment.

For more information e-mail:

briefings@WasteGPS.ca



Evancom® WasteGPS™ Service

Because ...

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To find out more about computer decommissioning visit:

www.WasteGPS.ca

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