

IT Asset Disposal Policy

Purpose

invisive is a Queensland based, Infrastructure & Security Services business focused on the design and implementation of solutions for the Hybrid Cloud. We pride ourselves on delivering market leading consulting and implementation services that focus on the needs of our clients, ensuring the right outcomes are achieved.

The purpose of this Policy is to provide a structured and controlled process for the disposal of surplus, redundant or end-of-life IT equipment and assets. This procedure ensures the safe and secure disposal of IT assets, complies with relevant legislation and protects the *invisive*'s data and reputation.

SCOPE

This Policy applies to all IT assets owned by *invisive*, including hardware, software and documentation.

POLICY

IDENTIFICATION OF SURPLUS OR REDUNDANT ASSETS:

The *invisive* Leadership will periodically review the company's IT assets to identify any surplus or redundant equipment that is no longer required. The decision to dispose of an asset will be based on factors such as age, condition, obsolescence, and replacement requirements.

DATA ERASURE:

Before disposing of any IT asset, the *invisive* Leadership will ensure that all data stored on the asset is securely erased in accordance with the company's data protection policy. This may include wiping the hard drive, removing storage media, or other methods of data erasure as determined by the *invisive* Leadership.

ASSET INVENTORY AND DOCUMENTATION:

The *invisive* Leadership will maintain an up-to-date inventory of all IT assets and will document the disposition of each asset, including the date of disposal, method of disposal, and any relevant documentation or certificates.

DISPOSAL OPTIONS:

The *invisive* Leadership will evaluate the disposal options for each asset, including resale, recycling, or donation. If the asset is to be sold, the *invisive* Leadership will ensure that all data is securely erased and will provide relevant documentation to the buyer. If the asset is to be recycled, the *invisive* Leadership will ensure that the recycler is reputable and complies

with relevant environmental legislation. If the asset is to be donated, the **invisе** Leadership will ensure that the recipient organisation is reputable and that the asset will be used for a lawful purpose.

DISPOSAL DOCUMENTATION:

The **invisе** Leadership will maintain records of the disposal of all IT assets, including the date of disposal, method of disposal, and any relevant documentation or certificates. Violations of this policy may result in disciplinary action, up to and including termination of employment or contract.

REVIEW

This IT Asset Disposal Policy will be reviewed and updated as necessary to ensure its ongoing effectiveness in protecting **invisе**'s Information Assets.