

items, which are not capable of holding University data, such as keyboards, mice, charging cables, monitors, laptop stands and risers, can be shared and reused within the University without prior approval.

- 5.4 University-owned and/or managed IT equipment must only be disposed of via the IT Equipment Reuse & Recycle Service operated by DTS, which runs in conjunction with the University's contracted company for the disposal of IT equipment. This ensures that data holding components are securely wiped to limit the risk of unauthorized access to data. For most devices, disposal is arranged by contacting the DTS Device Lifecycle Team and completing a collection request form. For further advice on disposal procedures contact device-lifecycle-dts@reading.ac.uk.
- 5.5 All University Data Holding Devices awaiting collection must be stored securely by staff.
- 5.6 Users of the Reuse & Recycle Service for University owned and/or managed devices should note that once items are sent for disposal neither devices nor data on them can be retrieved. It is the responsibility of users to ensure any required data is retained/moved prior to device disposal.
- 5.7 Storage of University information on personal devices should be avoided wherever possible and where unavoidable, only done where this is in line with the University Bring Your Own Device Policy. Personally owned devices which have been used for University work must have all University data securely removed prior to their disposal or transfer. Advice can be found on the Information Commissioner's Office website at <https://ico.org.uk/your-data-matters/online/deleting-your-data-from-computers>

