



مدرسة جيمس متروبول الواحة
GEMS Metropole School
AL WAHA

Asset & Media Disposal

Approved by:

Jeremy Hallum (Principal)

Last reviewed on:

August 2023

Next review due by:

August 2026

MISSION

Lead, nurture and succeed.

VISION

A sustainable and inclusive community hub, nurturing future leaders.

Nurturing
LEADERSHIP

This policy is applied at MTW alongside our school's vision, mission and values. Alongside the principles of High Performance Learning; VAA and A.C.P. characteristics.

Policy Title:	GEMS Education MENASA ICT – Asset and Media Disposal Policy
Policy Number:	POL/IT/0035
Version:	1.0
Effective date:	January 2023
Scheduled review date:	January 2024
Policy approver:	Chief Disruption Officer
Policy owner:	ICT
Policy reviewer:	IT Security Manager
Relevant related policies:	<ul style="list-style-type: none"> Refer Section 6
Other relevant documents:	<ul style="list-style-type: none"> None

1. Policy Statement

GEMS Education shall ensure disposal of IT assets and data is performed securely and in accordance with the legal and regulatory requirements.

2. Purpose

The purpose of this policy is to provide guidance towards secure disposal of IT assets.

3. Scope

GEMS Education assets utilized for storage, transmission and processing of business data within ICT department.

4. Disposal of IT Assets

All IT assets shall be disposed in a secure manner:

4.1 IT assets shall be considered for disposal under following circumstances (not limited to):

- No economic benefit can be derived from active use of the asset;
- Maintenance cost of an asset exceeds its replacement cost;
- Up gradation of an asset is no longer possible;
- Replacement or disposal reduces cost of operations and improves efficiency;
- Asset is non-functional due to change in technology and market conditions.

4.2 Relevant authorizations shall be obtained prior to media or IT asset disposal;

4.3 Asset owner shall ensure back-up of data, before disposal (if necessary);

4.4 Documents shall be disposed using shredders;

4.5 Electronic media / storage drives shall be degaussed / secure wiped before being discarded or prior to re-use;



4.6 Non-disclosure agreement (NDA) shall be maintained between GEMS Education and Third-Party service providers contracted to decommission IT assets or involved in recycling of IT assets;

4.7 Records of IT assets disposed shall be maintained:

4.7.1 Asset owner shall update the IT asset register/ list after asset disposal.

Refer - Asset Management Process for detailed IT Asset disposal procedure.

5. Policy Compliance

5.2 Compliance measurement

5.3 Information security team shall be responsible to monitor compliance with this policy;

5.4 Exceptions

5.5 Exceptions to this policy shall be documented. Exception shall include

- Justification,
- Impact / risk resulting and
- Approval from information security team and VP - Technology;

6. Related Standards, Policies and Processes

- Acceptable Use Policy;
- Information security policy
- Asset classification, labelling and handling policy
- Asset Management Process

Monitoring and review

This policy is monitored by MTW Senior Leaders and will be reviewed every three years or earlier if necessary.

