



IT EQUIPMENT DISPOSAL POLICY

Revive IT Recycling Ltd is committed to rigorous data security practices, continual improvement and to ensuring we meet the highest standards in our marketplace along with providing customers with a secure and environmentally friendly solution to disposing of their old IT equipment.

Customers of Revive IT's data destruction & IT recycling service are assured of the following:

- All collections are to be performed in a secure, safe and sustainable manner.
- Customer data is processed and destroyed as fast as possible.
- All data bearing devices will be either shredded, data wiped or crushed.
- Our disposal procedure is in line with environmental regulations.
- Everything collected by ourselves will be either recycled as materials or refurbished for re-use through our T11 exemption, avoiding landfill.
- A full risk assessment has been produced for the service we provide and control measures implemented to ensure our service is as secure as possible.
- Revive IT staff are strictly forbidden to in any way view or use customer data, which is destined for data destruction.
- Confidentiality / non-disclosure agreements are used when required.
- All our systems and procedures are audited regularly to ensure they are performing to the required standard.
- We have the resources in place to meet our customers' demands.
- Our service meets the high expectations that our customers expect.
- All regulations such as GDPR as complied with fully.
- A business continuity plan is in place to ensure interruptions to business activities are minimized.
- All our security vetted staff have received full data security education, awareness and training.

The Revive IT management team, supervised by the managing director, has direct responsibility for maintaining the policy and providing advice and guidance on its implementation through the companies written procedures.