

53/12

REQUEST AND RESPONSE

Question	Response
1) Does the Council currently have a contract for I.T. disposal?	The Council has an outsourced ICT & Related Services Agreement and hardware disposal is included within this contract.
a) If so, which company handles the contract?	Liberata (UK) Ltd
b) When does the contract expire?	31 March 2016
c) Is the contract advertised in the European Journal or other Purchasing Publication (Buying Solutions - local framework agreements?) - Please detail	The contract was an EU procurement and commenced on 01 April 2004
d) Does the contract cost the Council to dispose of I.T. - or does the awarded company "pay" for the material?	As explained above, the disposal service is part of the comprehensive ICT & Related Services contract, but is not a separately priced component.
e) If the contractor pays for the removal of I.T.. - what are the typical costs? What is are the last 3 months and 6 months worth of transacted business?	Not applicable to TDC
f) If the Council pays for the material to be removed - what is the projected spend over the period of the contract?	See 1(d) above
2) What involvement does the Councils Information Technology Services division specifically get involved in the disposal of IT equipment? Is this a piece of work where "estates" decide how material is disposed of?	The Council's ICT Services supplier submits a list of equipment that is no longer viable to the Council's IT Manager who then authorises the disposal. The contractual service includes all the activities associated with collection, storage, security and managed disposal of such equipment. The IT Services Supplier provides appropriate destruction/disposal certificates to the Council for each item of equipment. This service is contractually required to be carried out in accordance with the WEEE Directive (Waste Electrical and Electronic Equipment); the RoHS Directive (Restriction of Hazardous Substances) and any other associated directive or legislation in force at the time of disposal. In addition, the Supplier is fully responsible for the secure removal of all software and data prior to the equipment

	being disposed
3) How is data removed from Servers and PC's prior to end of life?	Disks are physically removed and physically destroyed
a) If a software tool is deployed, which tool is it?	None
b) Does the tool meet CESA and DIP COG certification?	N/A
c) Are drives removed and destroyed? If so who removes the drives?	Yes – these are removed by the Council's ICT Services supplier.
d) How long does it take per machine to remove hard drives?	5 minutes – although this is carried out as part of the contractual services but is not a separately priced component.
4) Does the Council donate any equipment to charity, good causes or staff? If so, how does the university ensure data protection?	No
a) If the Council prepares a PC to be donated to charity, good causes or staff - how long does it take to prepare each PC and how does the Council support any of the donated methods in terms of post donation to support?	Not applicable
b) How does the Council transfer any licenses between the Council and new owners?	Not applicable
5) Who has overall responsibility for the disposal of IT equipment within the Council? Please supply name, telephone and email details	John Higgins IT Manager Jhiggins@tendringdc.gov.uk Tel: 01255 686339
6) Can the Council track all assets disposed of should there be a breach of data investigation? If so how would an individual asset be tracked?	Yes. All hard disks are physically removed and destroyed prior to hardware being disposed of under the terms of the ICT & Related Services Agreement. All hardware is recorded on an inventory and all hardware disposal is documented on a list for approval and then on the relevant destruction certificate.
7) How many incidents has the Council dealt with in the last 3 years from data being found on IT equipment disposed of?	None
8) At what point during the IT assets lifecycle does the item become a zero cost asset to the Council? (When does the Council write the asset off?)	All hardware is purchased (not leased)
9) How does the Council recognise any rebate back from equipment	Not applicable

sold?	
10) How many staff are involved with decommissioning services of legacy IT equipment?	The resource involved with this activity is not employed by the Council as is carried out under contract.
11) Is decommissioning a process driven exercise (set standards and procedures)? If so - please supply procedures adhered to and staff training	See information provided in earlier responses.
12) How old is I.T.. equipment before it is disposed of?	Varies – the Council will often replace equipment that is older than 5 years or when it is beyond economical repair.
13) How many PC's and Printers are expected to be removed from service between now and March 30th 2013?	Not known – depends on user requirements & breakdowns (see above). Printers are replaced when beyond economical repair only.
14) Who is the primary supplier of PC' s and Printers to the Council - by which manufacturer?	HP
15) Are the schools IT supply and disposal handled by the Council? Under separate contract / agreements? Please detail	No – this is a district council and schools/education are covered by Essex County Council.