

- 1 How Many staff do you have in your organisation?
- 2 How many operational sites does the organisation have?
- 3 Who has the overall responsibility for the disposal of IT equipment within the organisation? Please supply Name, Job Title, Telephone and Email contact details.
- 4 Does the organisation currently have an IT asset disposal policy?
- 5 Do you use a third party IT asset disposal company for this?
- 6 What is the name of that partner?
- 7 Do you have a contract in place with this company?
- 8 How often are disposal collections run?
- 9 If a contract is in place, when does this expire?
- 10 Do you currently pay for this service? If so, what is the typical cost over a 12 month period?
- 11 How old is each asset before it is disposed of? E.g. 3 /4 / 5 years
- 12 Do you presently receive any money back (rebates) for IT assets that you send to your disposal company?
- 13 Do you have a nominated Infrastructure Manager and who is this?
- 14 For devices with hard drive, do you require full destruction of hard drives, or just erasure and certification of erase?
- 15 Does the organisation have the ability to track an individual asset to ascertain the final route and destination of each asset disposed of? In the event of a data breach, how could you prove who had legal custody of each asset, and at what stage?
- 16 Does the current contract also include photocopiers / Multi-Functional Devices (MFDs)?
- 17 How does your organisation finance MFDs (Lease or purchase?)
- 18 Do you have a service contract in place for the copiers and if so when does this expire?
- 19 Does your organisation have a contract in place for shredding of other forms of data, namely paper documents?
- 20 What is the spend in the last 12 months on paper shredding / destruction?
- 21 If a contract is in place for paper and document shredding, when does this expire?
- 22 Does your supplier currently comply with the EU General Data Protection Regulation (GDPR) which came into force on 25th May 2018?
- 23 What ISO accreditations do you require for a disposal company to have in order to work with your organisation?
- 24 Who is the current appointed Data Protection Officer within the organisation, or person that presently deals with data protection?
- 25 Are there presently any other services that your organisation are looking for around IT Recycling?