

Windows 10 IT Disposal Checklist

For Businesses in the UK Upgrading Their IT Equipment

1. Pre-Disposal Preparation

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- ☐ List all Windows 10 devices: Include desktops, laptops, servers, monitors, hard drives, SSDs, and peripherals.
- ☐ Record device details: Note make, model, serial number, and asset tag information.
- ☐ Assess device condition: Determine if devices are suitable for reuse, resale, or recycling.

2. Secure Data Destruction

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- ☐ Backup critical data: Ensure all important data is securely backed up before proceeding.
- ☐ Select a certified data destruction method: Choose between on-site shredding or secure off-site erasure.
- ☐ Obtain certificates of data destruction: Ensure compliance with GDPR and other data protection regulations.

3. Verify WEEE Compliance

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- ☐ Confirm recycler's WEEE registration: Ensure they are licensed to handle electronic waste under UK regulations.
- ☐ Request a Waste Transfer Note (WTN): Document the transfer of waste for legal and audit purposes.

4. Plan for Asset Recovery

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- ☐ Evaluate equipment value: Determine if any devices can be refurbished or resold.
- ☐ Engage with a reputable recycler: Consider companies that offer asset recovery services to maximise returns.

5. Schedule Collection and Disposal

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- ☐ Arrange for collection: Coordinate with your chosen recycler for device pickup.
- ☐ Ensure proper disposal: Confirm that all devices are recycled in an environmentally responsible manner.

6. Maintain Documentation

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- ☐ Keep records of all transactions: Store certificates of data destruction, WTNs, and asset recovery reports.
- ☐ Review compliance regularly: Ensure ongoing adherence to data protection and environmental regulations.