

**Mission Statement:**  
Creating tomorrow's successful and  
caring citizens today.



# GFM Asset and Media Disposal Policy

<b>Policy Updated By</b>	<b>Latest Publish Date</b>	<b>Monitoring Cycle</b>
IT Security Manager	January 2023	Annually

## Schedule for Development / Monitoring / Review

This policy was approved by the Governing Body on:	January 2023
The implementation of this policy will be monitored by the:	Principal and Senior Leadership Team
The Policy will be reviewed annually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	January 2024
Should serious incidents take place, the following external persons/agencies should be informed:	Akram Tarik (Principal) and in his absence (Vice Principal)

This policy is applied at GFM alongside our school's vision, mission and values. Interwoven with the principles of High Performance Learning; values, attitudes, attributes and A.C.P. Characteristics.

## POL/IT/0035: Asset and Media Disposal Policy

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"><li>Refer Section 6</li></ul>
Other relevant documents:	<ul style="list-style-type: none"><li>None</li></ul>

## Vision

*'At GFM we empower students to have the heart to celebrate uniqueness and the mind to be innovative, creative problem solvers, bringing a positive change to the world in which we live.'*

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# GFM Asset and Media Disposal Policy

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# GFM Asset and Media Disposal Policy

## 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

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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

- 5.1 Compliance measurement
  - 5.1.1 Information security team shall be responsible to monitor compliance with this policy;
- 5.2 Exceptions
  - 5.2.1 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

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# GFM Asset and Media Disposal Policy

**Monitoring and review is annual.**

Signed .....

**IT Manager**

Date .....

Signed .....

**Principal/CEO**

Date *February 2023*

Policy review date: **February 2024**

**Please read this policy alongside:**

## 7. Appendix I (Exceptions Form)

Form# Entity-Location/Department-FOR-EX0001		Date: DD/MM/YYYY
To be filled by Requester		
School:		
Department:		
Employee Name:		

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## GFM Asset and Media Disposal Policy

E-mail ID:				
Employee ID:				
Designation:				
Contact Number:				
Exception				
Description				
Risk				
Assets/poli cyImpacted				
Justification				
Impact:	Critical	High	Medium	Low
Approval				
VP – Technology				
Employee Name andDesignation:				
Employee ID:				
Approval Date:				
Status:	Approved	Rejected		
Information Security Team				
Employee Name andDesignation:				
Employee ID:				
Approval Date:				
Status:	Approved	Rejected		

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