

IT Donor Policy

All donated computer equipment is either:

- > given to people with disabilities, or
- > sold to raise funds for Pass IT On, or
- > passed on to another charity, or
- > recycled (diverting approx 95% of materials from landfill).

All identification and data are removed from donated equipment before it leaves our premises:

Hard Disks

1. All data are removed using “data shredding” software (*HDS shredder 4 Professional Edition* which meets the HMG IS5 Enhanced security standards set by the British Government).
2. If a hard disk is to be sent for recycling, it will be physically put beyond use first.

Identifying Marks

- > All identifying labels, company logos and asset numbers are removed from donated equipment.
- > Indelible marks will be obliterated with permanent ink.
- > Currently it is not possible for us to identify ultra-violet markings. You are advised to obliterate these yourselves.

Pass IT On PAT tests all used electrical equipment to ensure it meets the guidelines of the IEE and the Health & Safety Executive before giving it to clients or selling it.

We recommend you remove all sensitive data before donating your equipment to us. Corporate donors are reminded that they have a responsibility to ensure their own policies and procedures comply with the terms of the 1998 Data Protection Act.

By donating equipment, you agree that:

1. You have read and understood the Pass IT On *IT Donor Policy*.
2. You agree Pass IT On may give donated equipment to clients with disabilities free of charge.
3. You agree Pass IT On may sell donated equipment in order to raise funds for the charity.