

## ICT CoP 07: Disposal of IT equipment to individuals

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### 1. Standard operating process

- 1.1 For this process IT equipment is defined as any of the following:
  - 1.1.1 Laptop computer
  - 1.1.2 Mobile Phone
  - 1.1.3 Tablet
  - 1.1.4 Desktop computer
- 1.2 Staff, post graduate research students and, by faculty agreement, undergraduate students and post graduate taught students may request to retain Imperial College London IT equipment provided to them by Imperial when they leave the University. Approval is at the discretion of the faculty and ICT.
- 1.3 The following restrictions apply to requests:
  - 1.3.1 Individuals can only make a request for equipment that has been provided to them by Imperial.
  - 1.3.2 A request can only be made for equipment older than the full depreciation period for the type of equipment listed in paragraph 1.1. Any exceptions must be approved by ICT.
- 1.4 Devices must be reinstalled with their original OEM Operating Systems by ICT before the equipment can be transferred from Imperial's ownership.
- 1.5 All data on any device disks must be securely deleted by ICT to eliminate any possibility of data recovery. If a factory reset is possible on the device, it should be carried out. ICT will not take any responsibility for any data or applications lost during the process of rebuilding or any part of the device not functioning as a result of reinstallation. After the purchase, the device will become a personally owned device by the buyer, and it is their responsibility to arrange support for any issues related to the device.
- 1.6 Under the EU Waste Electrical and Electronic Equipment (WEEE) Directive, there is a requirement placed on Imperial to ensure that it disposes of Electrical and Electronic Equipment in a way that maximises recycling. It is necessary for the individual retaining personal equipment to undertake that they will ensure that, when it reaches the end of its life, the equipment will be disposed of in accordance with the directive.
- 1.7 Health & Safety is of utmost importance for Imperial; therefore, all electrical mains devices are subject to Portable Appliances Testing (PAT) on a regular basis. However, Imperial cannot guarantee that the equipment is safe when it is passed to the individual. It is therefore a requirement of staff retaining equipment that they take over responsibility for the safety of the equipment and absolve Imperial from any responsibility by signing the Bill of Sale below.
- 1.8 The staff member or student should contact the relevant Departmental IT Representative [/https://www.imperial.ac.uk/ict/contacts/](https://www.imperial.ac.uk/ict/contacts/), and a service request must be raised for ICT via the ASK system. Once raised the following steps will then be completed:

- 1.8.1 ICT to wipe out all data on the machine and reinstall the machine with its original OEM operating system, as it cannot be handed over with data, software and an operating system licensed to Imperial. This is to ensure compliance with [Imperial policies and guidance](#). Please note that in some cases, for older equipment, it may not be possible to source and install an appropriate OEM operating system due to age of the equipment, in which case the machine will be handed over in a blank state.
- 1.8.2 Approvals by the custodian of the device(s) and the Departmental IT Representative are required. The final decision on whether to allow staff to purchase Imperial equipment less than four years old is with the Director of Operations for Academic Departments as some of these devices can be redeployed.
- 1.8.3 The Departmental IT Representative will arrange the calculation of a remainder value for the device with Finance, which should be based on the original cost with straight line depreciation applied to the nearest month based on the table below. If the equipment is older than four years, a nominal charge of £1 should be used for the Bill of Sale.
- 1.8.4 A £40 charge will apply per device to cover the cost of staff time to coordinate the process and to prepare the device(s) for handover by ICT. This will be recharged to the department and it is up to them whether to include this amount in the Bill of Sale to the individual or not.
- 1.8.5 The Director of Operations arranges the 'Bill of Sale' and 'Schedule of Equipment' (see Annex 1 and Annex 2) to be signed and attached to the ticket.
- 1.8.6 ICT coordinates the preparation of the device(s) for handover to complete the transfer in line with point 1 above and including the deregistration from Imperial management systems (all devices are supplied with Imperial management software at point of supply in line with Imperial policy / <https://www.imperial.ac.uk/admin-services/governance/policies-and-guidance/>).

<b>IT Equipment Type</b>	<b>Depreciation Period</b>
Phones/smart phones including iPhones	4 years
Tablets including iPads	4 years
Laptops including iBooks	4 years
Desktop computers including iMacs	4 years

**ANNEX 1**

**BILL OF SALE: For IT Equipment to Individuals ('Buyers') Between**

----- (aka the "Buyer")  
whose address/office is at -----

And

IMPERIAL COLLEGE OF SCIENCE, TECHNOLOGY AND MEDICINE a body corporate, established by Royal Charter, whose main premises is located at Exhibition Road, South Kensington, London SW7 2AZ (aka the 'Seller').

The Buyer has agreed to purchase of a total of \_\_\_\_\_ (no of equipment in numbers & words) equipment as detailed in the 'Schedule of Equipment' for the purchase price of £\_including VAT.

The Buyer of the equipment detailed in the schedule (from herein referred to as the equipment) is deemed for all purposes relating to the purchase of the equipment to have read and understood these Bill of Sale for used equipment and the policy entitled, "Disposal of Equipment to Individuals Leaving Imperial Employment" and to have carried out all necessary research, investigation and enquiry at their own expense and to have satisfied themselves as to the nature, extent and character of the equipment being sold by the Seller.

The equipment is sold by the Seller as 'used' to the Buyer on an 'as is' basis with no warranties in respect of fitness for any particular purpose, that it is in working condition, or that it is maintainable or repairable.

The Seller shall not, to the extent legally permissible, be liable for any damages (including without limitation, damages for loss of business, property, loss of profits) arising in contract, tort or otherwise resulting from the sale of the equipment. The Seller does not exclude liability for: (a) fraud or fraudulent misrepresentation; (b) death or personal injury caused by negligence; or (c) any matter for which it would be unlawful for the parties to exclude liability.

The Buyer shall have no claim against the Seller in respect of the matters mentioned in this Bill of Sale. In particular (but without limitation) the Seller shall make no payments to the Buyer and no compensation or remuneration shall be payable by the Seller because the nature, extent or character of the used equipment as described is different from that envisaged by the Buyer.

The Buyer will conduct such tests in respect of health and safety on the equipment as they deem appropriate to ensure that the equipment is fit for purpose.

The Buyer will undertake to ensure that the equipment listed in the schedule is disposed of in a responsible way and the buyer acknowledges and agrees that Imperial is not responsible for the disposal of this equipment under the WEEE Directive.

The Buyer confirms and understands that all data on any disks on the device(s) have been securely deleted and the device(s) have been reset to their original licensed software where possible.

Imperial Signatory: Title:

Date:

Buyer Signatory: Title:

Date:

**ANNEX 2**

**Schedule of equipment**

<b>Equipment description (Including asset tag and serial number)</b>	<b>Original purchase date (DD/MM/YY)</b>	<b>Initial purchase cost £</b>	<b>Manufacturer and model</b>	<b>Amount paid by buyer</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				

## Document Control

<b>Document title:</b>	Disposal of IT equipment to individuals		
<b>Version:</b>	V1.1	<b>Date:</b>	November 2025
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<b>Originator:</b>	ICT		
<b>Contact for queries:</b>	ICT Governance & Compliance		
<b>Cross references</b>	Information Security Policy CoP 01 – Hardware and Software Asset Management CoP 02 – Electronic Messaging CoP 03 – Inspection of Electronic Communications and Data CoP 04 – Account Security Management CoP 05 – System Security CoP 06 – Conditions of Use of IT Resources		
<b>Notes and latest changes:</b>	September 2025 V1 - Original SoP replaced, new draft created to cover new process - Updated September 2025 to meet new operational procedures November 2025 V1.1 - Converted into a Code of Practice - Renumbered in line with branding - Removed hidden URL's for improved accessibility - Added 'Cross references' - Amendments to general wording		