



# ORDER OF MALTA AUSTRALIA

## Australian Association of the Order of Malta Limited Computing Hardware Disposal Policy as approved at January 2021 (Policy Number: AAOML\_012)

**Effective Date:** 27 January 2021

**Review Date:** 31 January 2025

### 1 Purpose

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The Australian Association of the Sovereign Military Hospitaller Order of St John of Jerusalem of Rhodes and of Malta (“Order of Malta” or ‘Australian Association of the Order of Malta’ or “the Order”) may possess computer equipment which will become redundant from time to time. The disposal of any such equipment must be carried out in a manner that ensures that the Information Assets of the Order of Malta are preserved. There are some instances where the computing hardware is no longer needed by the Order, but is still deemed viable. In this case, procedures are in place to re-use the asset.

### 2 Scope

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This policy applies to the Order of Malta’s employees and any members, including Directors, who are in possession of computer equipment belonging to the Order.

### 3 Definitions

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For purposes of this Policy, unless otherwise stated, the following definitions shall apply:

- Computing Hardware: Computing hardware includes all forms of computers, computer components and peripherals.
- Viable Computer: A computer is deemed viable if it can be utilised in another area and can still be effectively supported by the Order’s support services or support service providers.
- Obsolete Computer: Computing hardware will be considered obsolete under one or more of the following conditions:
  - It can no longer provide a “basic level of service”.
  - It has exceeded their useful life.
  - It can no longer be effectively supported by the Order’s support services or support service providers.
  - It is no longer supported by the manufacturer.

### 4 Procedure - Means of Disposal

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#### **Transfer/Redistribution**

An effort should be made to redistribute the computer equipment to a location within the Order that may make use of the equipment. In this case, the computer is put back into service intact or with minimal modification such as the adding of memory

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### **Recycling**

Computer equipment can be sold to recyclers or disassembled for parts and supplies for reuse of components internally. Scrap components are also set aside for recycling.

### **Viability**

If the computer is still viable, it may be transferred to another department within the Order.

If it is determined that computer equipment cannot be reused or recycled, it must be disposed of in compliance with States, Territories and Federal legislation for environmental responsible disposition and in accordance with the Order's computer disposal procedures.

### **Coordination/s for Transfer or Disposal**

Based on the assessment of the equipment, the Order will coordinate the transfer of equipment or, if it is determined that the equipment is unusable, it will be disposed. A record of transfer or disposal is kept by the accounts department.

### **Equipment Transfer**

- Components are inspected, cleaned and repaired as necessary.
- Hard drives will be wiped, not just deleted or reformatted, to ensure the data and software on the drive is completely erased.
- Additional hardware or software will be installed as needed by the new user.

### **Equipment Disposal**

All data containing components including but not limited to, hard drives, CDs, USBs etc. will be wiped, removed and physically destroyed in a secure manner.

The remaining components of the computing hardware will be sold or given to item appropriate recycling companies for proper disposal.

Computers and computer monitors are classified as hazardous waste and should not be tossed into rubbish or landfill but disposed through item appropriate recycle companies.

## **5 Related Policies and Documents**

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1. Privacy Policy.

## **6 Policy Review**

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This Policy will be reviewed periodically and updated when required.

The Chancellor and Company Secretary is responsible for overseeing the review, and recommending changes to the National Executive Council.

This Policy is approved by the National Executive Council.