

## IT Disposal Services

Safe, environmentally sound disposal of electrical and other waste.

Disposing your office waste, be it obsolete electronic equipment or other office materials, can raise a number of legal and green issues. As well as security concerns. So protecting your interests and the environment should be your top priorities.

Key issues:

- Meeting increasing legal and environmental requirements for the safe disposal of waste.
- Ensuring the secure removal of data and software before the disposal of equipment.
- Confidence that the company is getting the best return from its disposal service.

### Impact of failure to act

Not dealing with waste responsibly is a crime. Because it's your legal obligation to dispose of office waste safely and correctly, failure to follow the correct procedures could land you in gaol. And if you don't take careful safety measures or use a reputable disposal service, your security is also at risk. Either scenario could land your reputation on the rubbish heap.

The consequences:

- Failure to meet the requirements imposed by the WEEE directive and other EEC legislation (Environment Act (Duty of Care), Hazardous Waste Regulations) will result in fines and possible prosecution. This will have a major impact on the integrity of your company and your brand.
- If you don't ensure and manage the secure removal of data and software, you will get found out. And you won't be able to produce a valid certificate of destruction to

prove you disposed of material legally. The result will be unwelcome publicity and possibly prosecution under the Data Protection Act or Software Copyright Act.

- Failing to use reputable disposal services can cause real security problems – anyone can have free access to your company's intellectual property, data and information. If confidential information falls into the wrong hands and you have failed to protect the personal data of individuals or customers, they can sue you and win.
- Not checking the credentials of your disposal service, or ensuring the best return can also lead to non-compliance with relevant legislation. Cheap, quick fixes can turn out to be very costly, as getting rid of equipment illegally is always risky and may result in fines or prosecution.

### Business Requirements

You can't do it on your own, or by bringing in a 'man with a van' to cart it all away. You need the confidence of an experienced, professional waste management service that is up to date with the most current disposal legislation. In this way, you protect your data, your reputation and help to fulfil your green agenda.

Only recruit a specialist disposal service that can do all of the following:

- securely remove unwanted computer equipment in an environmentally friendly way.
- ensure destruction/recycling is carried out in line with the WEEE (Waste, Electrical and Electronic Equipment) directive to protect your company from non-compliance.
- minimise all waste by recycling and re-using where possible.

## The Capita Disposal Solution

Taking waste removal seriously and doing it correctly will cost you less worry, uncertainty and time when you let Capita Managed IT Solutions take on the responsibility. Capita disposes of the risks and the hassles, along with your waste, through:

- Complete removal and treatment of all used, obsolete or faulty equipment in compliance with the new and historic WEEE directives.
- An expert team who will advise you on the cost effective options available for all waste removal and disposal, then carry out a full managed service. We can adjust the service to meet your changing needs over time.
- We use only registered environmental control companies who will undertake the necessary secure processes. Because Capita works with best of breed partners, you can be confident our solution will fit your security and business requirements.
- A sophisticated, intelligent disposal service that is cost effective, environmentally friendly and secure and can be adjusted to meet your demands.
- Assurance that our disposal service provides: zero waste, no landfill, re-use of variable equipment.
- Safe, secure destruction of data on any storage media. All risks are managed effectively. We issue certificates of disposal and provide audit traceability.

"Disposal of waste is not something to leave to chance, or to try and do yourself. And why should anyone, when Capita can do it all, expertly and cost-effectively. I know exactly what is going to happen with everything that gets removed, and it's good to know that anything that can be recycled or reused is not simply chucked away. And I don't have to worry about data ending up where it shouldn't. It's more than worth it".

## Benefits of the Capita Disposal Solution

Today, safe removal of waste is a serious business issue. So, to have the confidence that it is being looked after responsibly and cost-effectively by people who know, is invaluable. Instead of worrying about waste, you can focus on your core business. Because with Capita, you have:

- Proof that your company is compliant with legislation.
- A secure, environmentally friendly solution.
- Full traceability.
- Management of security risks.

