

BEAL PARISH COUNCIL

DISPOSAL POLICY

Goods and Equipment

All goods and equipment remain the property of Beal Parish Council until the Council give permission for their disposal.

Goods and equipment that have residual value must not be disposed of without the express permission of the Beal Parish Council who will decide on the method of disposal.

Where the Council decides that goods or equipment are to be sold, the details of the payments, including the person (s) or organisation (s) receiving the goods or equipment, shall be recorded.

Any goods needing to be disposed of over £500 would be a recommendation to Council.

Upon disposal, any goods/assets of the Council will be removed from:

- The Asset Register

IT Equipment

Any data must be professionally destroyed. Any company or persons that are asked to destroy IT equipment should provide a certificate or statement that states disposal of IT Equipment has been completed and conforms to the requirement of the Council Data Protection Policy and the Data Protection Act and the guidance from the Information Commissioners Office (ICO).

Adopted by Council (date)

Review date: