

TUESDAY'S LIVE TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Check Asset Disposals are Authorised and Recorded

Why?

Protect School Assets

- Obtain appropriate approval before disposal.
- Update the asset register promptly.

Protect Your Data

- Securely erase information from devices.
- Keep evidence of disposal where appropriate.

Benefit

Disposing of laptops, tablets, servers and other equipment involves more than simply removing the item from site. Schools need assurance that disposals are properly authorised, the asset register is updated and any information held on devices is securely erased.

A clear disposal process protects organisational assets, supports accurate financial records and reduces the risk of personal or confidential data remaining on equipment that is sold, recycled, donated or otherwise transferred to another party.

Useful Resources

- Academy Trust Handbook
- NCSC – Disposing of Devices



Office@ShardBusinessServices.co.uk



ShardBusinessServices.co.uk