E-waste policy template

E-waste is the term given to discarded electrical and electronic technologies. With technology constantly being upgraded, disposal of out-dated electronic equipment occurs frequently.

The Royal Australian College of General Practitioners (RACGP) has developed an e-waste policy template for general practices to adapt. It is important each practice uses this template as a guide and adapts its content to their individual procedures.

This template covers:

* promoting awareness.
* securely and effectively erasing data.
* Reusing and recycling e-waste.
* Waste management.

It is important for your practice to have effective computer and information security measures in place including securely and effectively erasing data from your electronic devices by using a secure erase tool that overwrites the data multiple times. Free secure erase tools are available on the internet.

The RACGP recommends seeking advice from your computer supplier or an IT professional regarding the most suitable secure erase software available for your electronic devices.

The template is designed to communicate to staff and patients how a practice manages e-waste. The sections in red text are for you to revise and adapt to the specific procedures of your general practice.

This template was current at the time of publication 13 January 2020.

This policy should be reviewed annually to ensure it remains applicable to current practice procedure.

[Insert practice name] e-waste policy

Current as of: [insert date of last revision]

Introduction

This policy provides information on e-waste management within our practice.

[PRACTICE NAME] is committed to addressing the following issues in relation to e-waste in the practice:

Promoting awareness

We will inform and motivate all of our staff and encourage them to play an active role in [PRACTICE NAME]’s commitment to its e-waste disposal/environmental policy.

Securely and safely erasing data

Prior to discarding electronic equipment, we will ensure all records stored on this equipment are removed and destroyed in such a way as to render them unreadable and leave them in a form which they cannot be reconstructed in whole or in part. We will use [NAME OF SECURE PROGRAM/METHOD] to complete this process.

Reusing and recycling e-waste

We will donate any redundant electronic equipment to [ORGANISATION/NAME]. If electronic equipment is beyond repair, we will utilise the services of [COMPANY] to recycle this equipment. We will favour suppliers and contractors that are reputable and adopt best environmental practices.

Waste management

We will continue to promote, develop and implement waste prevention, reduction, reuse and recycling on-site in a systematic and cost effective manner. We will use appropriately regulated waste management contractors to ensure safe management of hazardous and non-hazardous waste sent off-site in accordance with best environmental practice.