

Electronic & Computer Disposal

In order to meet the legal requirements under the Freedom of Information and Protection of Privacy (FOIP) act under: **Part 2** - Protection of Privacy **Division 1** - Collection of Personal Information **Section 38** - Protection of personal information. Purchasing and Contract Services require any computer device, which retains any type of student information, or EPSB operation information, rendered incapable of retrieving these records.

When computer(s) no longer meet minimum District Standards. Please see <http://dtp.epsb.ca/techstandards/2A.htm> for current standards.

- 1) Fill out the Electronic & Computer Disposal Request Form located on the Purchasing Website: <https://purchasing.epsb.ca/pcsi/shop/approvalForms>
- 2) Place the "to be disposed of" equipment in a convenient location for pickup.

When computer(s) meet minimum District Standards. Please see <http://dtp.epsb.ca/techstandards/2A.htm> for current standards.

Contact your IT Tech to determine if other schools can utilize the equipment.

Electronic items for disposal.

Some examples: TV's, VCR's, DVD/CD Players, Printers, microwaves and other small appliances, copiers.

If you are not sure if the item can be sent to the recycle please contact Purchasing and Contract Services.

*** IF YOU REQUIRE FUTHER INFORMATION PLEASE CONTACT PURCHASING AND CONTRACT SERVICES (780) 429-8199.**

Revised January 30, 2013

