

APPENDIX 1A

ARRANGEMENTS RELATING TO ICT EQUIPMENT FOR DEPARTING STAFF

1. Who these arrangements apply to

1.1 The provisions in this document apply to all employees of the GLA including the Mayor's appointees.

2. Definitions

In this document:

2.1 "ICT" means the range of equipment and technology classified under the heading 'information and communications technology' (ICT). It includes any information, documents and equipment and/or technology owned by the GLA at any relevant time.

2.2 "Equipment" may include some or all of the following:

- PC or laptop
- Telephone
- Mobile phone (or Blackberry)
- Printers
- Facsimile machine

2.3 "Information" may include some or all of the following:

- Any document, records or information the copyright in which is owned by the GLA; or
- Any document, records or information in which the copyright is owned by a third party, but where the GLA has purchased a licence in respect of the copyright;
- Any confidential document, records or information; or
- Any GLA related e-mails, email addresses, circulation lists, electoral register or any part thereof.

2.4 "Date of termination" means the date that an employee's employment ends.

3. GLA ICT Equipment

3.1 All equipment and software provided by the GLA remains the property of the GLA at all times. The equipment is provided solely for the legitimate GLA business use of the person to whom the equipment is provided.

3.2 Unless a request to keep any item of GLA ICT equipment has been made in accordance with paragraphs 3.3 – 3.4 below, all such equipment must be returned (or if so agreed to by the GLA, made available for collection) within 14 days after the date of termination.

3.3 A request by an employee to keep any item of GLA ICT equipment must be made (using a form available on the intranet) via their line manager to the Head of IT at least 14 days before the expiry of their contract of employment.

3.4 A decision to grant requests will only be made if the following conditions are met:

- The equipment has no residual value at the date of termination.
- There are no contractual obligations between the GLA and the provider of the equipment and/or software which would prevent the GLA releasing the equipment; and
- The costs, in officer time and effort, of removing any software and taking any necessary steps or making arrangements to prepare the equipment for release is not disproportionate.

AND

- will be communicated to requestors within 14 days after the date of termination.

3.5 If equipment is released by the GLA then, in some cases, it may be possible for the number of a mobile phone to be transferred from the GLA account to a personal account at the member of staff's own cost.

4. GLA Information

4.1 When returning ICT equipment staff must have regard to the Protocol on the Usage of ICT in the GLA.

4.2 Staff should remove any information to which they are legitimately entitled before the date of termination, but nobody must remove or copy any GLA related information from the equipment before it is returned. Any information remaining on the GLA ICT equipment at the date of termination remains at all times the property of the GLA. It is subject to the Data Protection Act 1998 and the Freedom of Information Act 2000.

4.3 Any ICT accounts (including phone, blackberry, and email) will be closed down within 1 month of the employee's date of termination.

4.4 However, any material contained within an email account that has been closed down or which has been deleted by an individual before returning equipment, will be retained on back up tapes for a period of 3 months. Should employees require access to such information after the date of termination, and within 3 months, a formal request should be made via their line manager to the Head of ICT.

4.5 In addition, should any individual wish for out-of-office messages to be displayed in response to emails or for emails to be re-directed to them after they leave the GLA, they should contact the Technology Service Desk for advice and assistance, before, or as soon as possible after, their date of termination.

5. Failure to comply with these arrangements

5.1 If any GLA ICT equipment or information is not returned in accordance with the provisions of this document, the GLA may seek to recover from the individual concerned (if necessary via legal proceedings) any losses or costs it incurs and which are related to the individual's failure to comply with these arrangements.

Policy on the disposal of equipment

When equipment comes to the end of its life the GLA will:

- Ensure it is disposed of socially responsibly.
- Ensure data is removed (comply with the Data Protection Act).
- See if the equipment can still be used by a charity.
- Comply with EU directives on the disposal of equipment.
- Dispose of assets in a way that does not incur undue costs to the GLA.