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|-------------------------|-------------|
| Collection Date: | |
| Collection Type: | FREE |



Service, Collection & GDPR Contract Form

The below table is to be completed for all collections carried out:

| | |
|---|--|
| Organisation Name: | |
| Organisation Address: | |
| Contact Name: | |
| Contact Tel: | |
| Contact Email: | |
| Available Times: | |
| Parking Availability / Instructions: | |
| ID Required: | |
| Driver Instructions: | |
| On-Site Services: | |
| Off-Site Services: | |

| Items to be Collected: | | | | | |
|--|--|------------------|--|---------------------|--|
| PCs | | Servers | | Printers/Fax | |
| Monitors | | Laptops | | Networking | |
| Projectors | | UPSs | | Misc. Boxes | |
| Scanners | | Batteries | | HDDs | |
| CRTs | | Cabinets | | Other | |
| Estimated total weight: | | | | | |
| Where is the equipment located? Is all the equipment in a single location? | | | | | |
| If the equipment isn't on ground level, is there a goods lift or will there be stairs involved? | | | | | |
| Confirmation that door widths aren't restrictive: | | | | | |
| How is the equipment presented (e.g. loose)? | | | | | |
| Will there be any help available for larger items? | | | | | |
| Is there an inventory available? | | | | | |
| Asset Report required? | | | | | |
| Vehicle to be used: | | | | | |
| How did you hear about our services: | | | | | |

Points of agreement (GDPR compliance):

1. By having the collection, you are agreeing with the terms and Data Sanitization Capability Statement below.
2. Revive IT has a complete GDPR Evaluation, Data Security Risk Assessment and Risk Treatment Plan in place which is regularly reviewed.
3. Revive IT is not only bound by GDPR laws but also the laws of the United Kingdom; environmental laws may determine how we are required to handle certain data.
4. By agreeing to use our services, you acknowledge that the equipment collected is immediately transferred into Revive IT ownership and that you are legally entitled to transfer it to us.
5. Revive IT Recycling will NOT store or collect any data received from assets collected. This data will be destroyed using the below methods within 40 working days and subject to the details below. **NO ELECTRONIC OR PHYSICAL DATA FROM ANY DEVICES PROVIDED FOR RECYCLING WILL EVER BE RETAINED.**
6. All data carrying assets which are received will undergo the same process regardless of any assurances from the client that they have already been destroyed.
7. Revive IT do multi-point collections where a single vehicle is used to pick up from different customers at different locations. Systems are in place to ensure segregation.
8. Revive IT uses confidentiality / non-disclosure agreements where necessary and beneficial to the company.
9. All data / information Revive IT holds is identified in a data flow analysis and is treated as confidential data.
10. You give your consent for data to be handled by the collection contract and any queries will be handled in advance of the collection. If the collection takes place, it will be due to consent being given.
11. Revive IT has processes in place to ensure the accuracy and integrity of data we hold.
12. Data retention periods and stringent disposal methods have been established.
13. Our full systems including policies / procedures / compliance are audited and monitored regularly to ensure they are performing to the required standard. A business continuity plan is in place to counteract interruptions to business activities.
14. Information security education, awareness and training is provided to all staff.
15. In accordance with our risk treatment plan, all data / information we hold either electronically or in hardware has its access restricted to only those who require it for legitimate business process requirements.
16. Revive IT senior management has nominated Data Protection Officers (DPOs).

17. All breaches of information security, actual or suspected, will be recorded and investigated immediately in accordance with our Data Security Breach Policy.
18. Revive IT has a quality control process in place which regularly tests a sample number of data carrying assets after the data sanitization process has been completed to ensure compliance with our Data Sanitization Capability Statement.
19. Revive IT Recycling will NOT share any data collected for the purposes of collection at any time. Data collected will be limited to contact information including email addresses for the purpose of account maintenance. You will only receive 2 automated emails from Revive IT Recycling and the option to opt out is via email; please email enquiries@revivingit.co.uk with a subject line "opt out" to not receive any automated emails.
20. Destruction of data is carried out solely by Revive IT. Devices / data will not leave the Revive IT premises until securely destroyed.
21. Any data collected for the purposes of the collection e.g. address, contact email/phone numbers will be retained by Revive IT Recycling for the purposes of making the collection and to comply with waste laws and reporting. Data for this purpose is kept by Revive IT Recycling to comply with environmental laws and for licencing for 3 years.
22. Regular customers receiving collections more frequently than every 90 days will be kept on regular customer records to aid in booking collections. No data other than the minimum required will be kept on these records. This data can be removed on request. Only data regarding collections, such as email addresses, address and phone number will be retained for this purpose.
23. Data generated by Revive IT Recycling such as asset reports, data destruction information and customer information regarding this process will be kept on a customer accessible online account for the time the customer requires the information.
24. Online accounts will remain active for a minimum of a year from creation, however Revive IT Recycling reserves the right to delete accounts that have not been accessed within 12 months. Customers may request deletion of this account at any time, however Revive IT Recycling must continue to keep records of the collection to comply with environment laws and regulation (point 21).
25. Any requests for held data (SAR) will be completed within 28 days, unless subject to delay. Revive IT Recycling ideally accepts this request in writing by post, addressed to the GDPR Compliance Dept., Revive IT Recycling Ltd, Unit 7-8 Buslingthorpe Green, Leeds, LS7 2HG. Other requests will be accepted but written requests to the above address are checked daily and will receive a faster response, however all requests will

be dealt with within 28 days, calculated from the day after the request is received. Further identification may be required and will be requested if necessary. Once complete, the data will be added to the customer portal and notification will be given to the customer at this time. Revive IT Recycling may charge a fee in certain circumstances; this fee would be based on administrative charges as allowed under GDPR guidelines. Under extreme circumstances, the time limit may be extended by a further 2 months if the request is complex or multiple requests have been received from the same customer.

26. Revive IT Recycling will periodically delete data that is no longer relevant.
27. Revive IT Recycling may anonymise data when required for statistics and business purposes. All customer specific information would be removed and no customer data from devices or collections would be used in this process. This is limited to areas of collections and other basic collection based information.
28. Revive IT recycling will use network security systems in order to protect all data to a high standard. This system is checked daily, regularly monitored and kept up to date. The system is developed and maintained as far as required on a regular basis.
29. For further GDPR policy information please email it@reviveit.co.uk.

| Revive IT Data Sanitization Capability Statement: | | | | |
|---|--|--|---|--|
| At customers site: | | Media type: | At processing facility: | |
| Reuse: | Destruction: | | Reuse: | Destruction: |
| HDD & Additional storage device removal - system resets | Shredding / Crushing / Physical destruction | Standard computers / Servers / Laptops | HDD & Additional storage device removal - system resets | Shredding / Crushing / Physical destruction |
| Blancco / MediaClone Superwiper / CRU Erazor Ultra / Revive IT Wiping System 1.2 / OEM Utilities / Linux Secure Erase | Shredding / Crushing | Hard drives inc. SSD | Blancco / MediaClone Superwiper / CRU Erazor Ultra / Revive IT Wiping System 1.2 / OEM Utilities / Linux Secure Erase | Shredding / Crushing |
| Reset electronically | Control panel / mainboard destruction - if applicable HDD removal | Printers / MFPs / Copiers | Reset electronically | Control panel / mainboard destruction - if applicable HDD removal |
| Reset electronically or data sanitized - confidential data deleted | Physical destruction via damage to the solid state chip | Thin clients | Reset electronically or data sanitized - confidential data deleted | Physical destruction via damage to the solid state chip |
| Factory reset / security wipe / Blancco wipe | Shredding | Mobile phones / Tablets | Factory reset / security wipe / Blancco wipe | Shredding |
| Factory reset / reflash / secure erase | Physical destruction via damage to the solid state chip(s) & connection ports - storage device removal | Routers / Firewalls / Networking hardware | Factory reset / reflash / secure erase | Physical destruction via damage to the solid state chip(s) & connection ports - storage device removal |
| Decided by case by case basis | Decided by case by case basis | AV Hardware | Decided by case by case basis | Decided by case by case basis |
| n/a | Shredding | Media tapes / VHS tapes / CDs / Floppy discs | n/a | Shredding |
| Security wipe | Physical destruction or Shredding | USB / Security generators / Flash cards | Security wipe | Physical destruction or Shredding |
| n/a | Shredding | Confidential paperwork | n/a | Incineration |
| Decided by case by case basis | Decided by case by case basis | Other | Decided by case by case basis | Decided by case by case basis |