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09/10/2026	2026011	Jessie Kelly	Head of Legal & Compliance

Contents

Introduction 1
Laptop Donation Notice 1
Disclaimer 1
Confirmation Required 1

Introduction

Bytes Software Services (Bytes/Company) donates previously used laptops at no cost to not -for-profit organisations, supporting our commitment to reuse, waste reduction, and delivering positive community benefit.

Laptop Donation Notice

- This laptop previously ran Microsoft Windows 10 Professional, but the hard drive has been securely erased for security reasons.
- Prior to donation, all storage media in donated laptops are securely erased in accordance with Bytes' information security policies to minimise the risk of unauthorised access to data.
- No operating system is currently installed. If you wish to reinstall Windows, it can be downloaded free of charge from Microsoft.
- The laptop has been previously used and may show signs of wear and tear.
- Bytes provides no warranty, guarantee, or technical support for this device.

Disclaimer

Bytes have taken all reasonable steps to ensure that the device is free from company data. Although no system can provide an absolute guarantee, these measures align with recognised standards.

Upon receipt, responsibility for the secure use, configuration, and protection of the laptop transfers to the recipient organisation. Bytes accepts no liability for data installed, processed, or stored on the device after donation.

Recipients are expected to handle the laptop responsibly throughout its remaining lifecycle. When the device reaches the end of its usable life and is no longer suitable for reuse, it must not be disposed of with general household or commercial waste. In the UK, most local authorities operate Household Waste Recycling Centres (HWRCs) that accept electronic waste, including laptops. As services vary by council, recipients should consult their local authority's website for specific guidance.

Alternatively, many manufacturers and retailers offer free recycling or take-back schemes. Recipients may also choose to use a WEEE-compliant recycler or a certified e-waste disposal provider to ensure secure and environmentally responsible disposal.

Action Required

To support asset governance and audit requirements, the recipient must confirm receipt of the donation by emailing helpme@bytes.co.uk and providing:

- the package reference number;
- the package serial number; and
- the number of items received.