

## Electronics Disposal KMQA

### KEY MESSAGES

- The Government of Saskatchewan has updated its [Disposal of Electronic Storage Devices Policy](#)
- ensure electronic storage devices are disposed of consistently across the government.
- Instead of destroying all old phones/tablets and seeing no monetary return, we can now recycle them and see the funds donated to a worthy cause.
- Proceeds from recycled phones and tablets will be donated to Phones for a Fresh Start.
- Recycling rare earth metals and plastics will help reduce the government's environmental footprint.

### QUESTIONS AND ANSWERS:

#### **Q: Why is the policy changing?**

**A:** The technology used by government employees has advanced significantly since the last policy was formed. Smartphones, tablets and laptops can now be securely wiped of data after use. This was not always the case with older technology like flip phones and beepers. The policy needed to be updated to reflect the technology now being used regularly by government employees.

#### **Q: What is new?**

**A:** The updated policy enables us to securely wipe devices of data after use and recycle devices like tablets and phones. The Government of Saskatchewan has partnered with SaskTel to recycle old electronic storage devices. Proceeds will go to Phones for a Fresh Start program. Phones for a Fresh Start helps those fleeing domestic abuse and youth transitioning out of Ministry of Social Services care.

#### **Q: Is the new policy for disposing of electronic storage devices optional?**

**A:** No. All government employees must follow the new policy to ensure consistency and security when disposing of old electronic storage devices.

#### **Q: Is there a risk of secure data being stolen from old phones, computers, laptops, etc., that have been wiped and recycled?**

**A:** No. Any device that can't be securely wiped will be destroyed. The only risk will be if old devices are kept without being wiped or destroyed in a timely fashion. If an electronic device cannot be wiped, it is destroyed to ensure the secure disposal of data

#### **Q: Who do I contact about disposing of electronic storage devices?**

**A:** Disposing of electronic devices can be done through either the Ministry of SaskBuilds and Procurement's Information Technology Division (ITD) or its Disposal Services team, depending on the device. There should be no change to the intake process for old electronic devices. Generally, electronic devices with a green asset tag will go through ITD first. However, some electronic devices may not be ITD owned, such as Photocopier Program Copiers, which would go through the disposal program. If you are not sure, call the ITD Service Desk at 306-787-5000.

**Q: Who approves the disposal of old electronic storage devices?**

**A:** All disposal requests must be approved by an appropriate ministry official with disposal authority, typically an out-of-scope director or delegated manager.

**Q: Is there a change in how I normally dispose of my electronics?**

**A:** The initial intake process for electronics ready for disposal will remain the same. The only change is that ITD or Disposal Services will be the last point of contact for disposing of electronics. Users also need to ensure that phones are unlocked when given to ITD so that a factory reset can be performed before recycling.

**Q: What items can be recycled?**

**A:** Phones and tablets are the only items that can be recycled through the Phones for a Fresh Start program.

**Q: What do Phones For A Fresh Start do with the donated funds?**

**A:** Phones for a Fresh Start helps those fleeing domestic abuse and youth transitioning out of Ministry of Social Services care. To date, proceeds from the charity's recycling process have been used to buy and donate over \$100,000 in prepaid phone cards and more than 4,500 wireless phones to those in need across the province. The Government of Saskatchewan is excited to contribute to those numbers in the future.

**Q: How was the SaskTel's Phones for a Fresh Start Program selected to partner in this initiative?**

**A:** SaskTel's Phones for a Fresh Start Program has been in partnership with the Provincial Association of Transition House and Services of Saskatchewan since 2009. When the program expanded in 2021 to partner with the Ministry of Social Services to include youths transitioning out of foster care they were a natural selection to partner with for this initiative.

**Q: Who determines which organizations will benefit from recycling government devices?**

**A:** The Ministry of SaskBuilds and Procurement. The Phones for a Fresh Start program is partially funded by the proceeds of recycled phones and batteries donated through the program, with SaskTel contributing the remaining funds.

**Q: Why weren't electronics recycled previously?**

**A:** We weren't always capable of performing a secure data wipe on most old electronics. Therefore, the only way to securely wipe data was to destroy them permanently.

**Q: When does this new policy take effect?**

**A:** The new policy takes effect on August 29, 2022.

**Q: What do I do if I use a personal phone for work?**

**A:** Personal devices used to access government data will need special treatment to ensure data is removed appropriately without destroying the device. Contact ITD for further instructions on how to wipe government data securely.

**Q: Who can I call with questions?**

**A:** For questions, please get in touch with the ITD Service Desk at 306-787-5000.