



Waste Electrical and Electronic Equipment (WEEE)



End of life laptops and tablets must be disposed of in accordance with Waste Electrical and Electronic Equipment (WEEE) Legislation which includes Data Protection, Duty of Care and Hazardous Waste Regulations.

There are several ways to do this if you have Kent Pledge laptops or Chromebooks.

- If the laptop or Chromebook is still in warranty and working, please return it to VSK at either Brook House or Worrall House first contacting us on vskadmin.brook@kent.gov.uk or vskadmin.worrall@kent.gov.uk.
- If the laptop or Chromebook is out of warranty and is no longer needed then you can do any of the following remembering that you have responsibility for any data protection and a duty of care relating to the information on the device.
 - ✚ Send it back to VSK and we will dispose of it for you, please contact us by email on vskadmin.brook@kent.gov.uk or vskadmin.worrall@kent.gov.uk
 - ✚ Find a local company that will recycle the laptop, ensuring you get confirmation that all data has been deleted from the laptop – make sure you go to registered companies and charities
 - ✚ Take to your local recycling center, many have areas for electronic equipment, but please ensure you have permanently deleted all files and programs on the computer's hard-drive and removed any personal data. If unsure of how to do this there are lots of instructions on the internet.

If in any doubt please contact VSK and we are happy to advise and help with the disposal by contacting us at vskadmin.brook@kent.gov.uk or vskadmin.worrall@kent.gov.uk