

Office use only (Government Disposals)

A.T.A. No<sup>2</sup> \_\_\_\_\_

## Government Disposals – Data Security Form (DS)

Fax form to: **+61 7 3224 7921**

GPO Box 123 Brisbane Qld 4001 Telephone 07 3224 8251 Email disposals@qp.qld.gov.au Website www.disposals.qld.gov.au ABN 54 358 750 196

There is a real risk of sensitive, confidential information or intellectual property being inadvertently disclosed or offered to authorised persons through the disposal of computer equipment, microfiche/film, mobile phones or similar media equipment.

**Due care must be exercised to ensure confidential information is removed under suitable arrangements, before all such products are made available to external parties.**

It is the responsibility of agencies to ensure that removal or erasure of stored data has been completed before forwarding the type of equipment mentioned above for disposal to Authorised Government Auctioneers.

**Please forward this form with the Disposal Form (DF) where applicable**

### Declaration for disposal of computer / media equipment

I/We declare that all sensitive, confidential information or intellectual property has been removed or erased from the computer / media storage device detailed below, which is being forwarded to the Authorised Government Auctions for disposal.

Computer/media storage device - Item Number(s)<sup>1</sup> in accordance with the Disposal Form (DF):

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Signature		Printed name	
Department		Phone No	
Date		Fax No	

<sup>1</sup> List your item number(s) which you have cleared of all sensitive and confidential information.

<sup>2</sup> An ATA (Auction Transfer Advice) number is issued by Government Disposals upon receipt of the Disposal Form and the Data Security Form. The ATA number is then communicated to all parties involved for reference purpose.