

IT Equipment Donation Form

Please email this to DEPdonations@BEP.Education

Your Full Name:	
Telephone Number:	
Your Email Address:	
Home Address:	
Postcode:	
Can you deliver the device to BEP Education?	Our office address: The Arch, 48-52 Floodgate Street, Birmingham, B5 5SL <i><u>You will be contacted to arrange drop-off date and time.</u></i>
Yes / No	
If you answered 'NO' to the question above, please complete the following...	
Are you able to post your devices to the project via your local Royal Mail post office?	Yes / No
Are you able to take a parcel to a local pick up point? (<i>postage will be prepaid</i>)	Yes / No
Can you be available for a home collection via a courier? (<i>postage will be prepaid</i>)	Yes / No
Do you have access to a printer to print a prepaid postage label?	Yes / No
If Requesting a Courier, please include some additional details:	
Weight of parcel:	
Dimensions of Parcel:	
Drop off or Collection from Address:	
Available Dates for collection:	
Donating devices	
<p>1. Please note that we can only accept laptops, compact PCs. Before donating your device, we recommend you reset the device to its default factory settings (e.g. no password). Our devices are repurposed into Chromebooks- for your old devices to be given new life it will need to meet the following criteria:</p> <ol style="list-style-type: none"> a. Date 2010 onwards b. Minimum dual core processor or higher c. Minimum 2gb of RAM d. No major damage to the body of the device (cosmetic damage only) e. In good working order- turns all, fully functions, holds some battery charge f. Ideally with a charger, but not essential 	
Please list the devices you are donating: <i>If possible, include the Manufacturer, Make, Model</i>	
1.	
2.	
Signed.....	
Date:	

The data you provide in this form won't be shared or used for any purpose other than collecting your donated device/s

Terms & Conditions

Digital Education Partnership (DEP) will:

- Ensure that any data bearing parts in these devices will be wiped to ensure no personal information can be retrieved. There will be no attempt to view or retrieve any data on these devices at any time during the recommissioning process. During the process, any threats such as malware or viruses will also be removed.
- Repurpose all suitable equipment for reuse
- Take ownership of donated equipment once this form has been signed and the equipment received.
- Ensure that all equipment not suitable for repurposing in the project is will be responsibly disposed of

You will:

- Only donate equipment you are legally responsible for
- Pass ownership to the DEP project when you donate your equipment
- By signing this form confirm you have the authority to donate the equipment listed above



Data Protection statement

Thank you for your generous support.

Any data left on a donated device will be removed to ensure no personal information can be retrieved.

We use a robust process to completely wipe the hard disk drive (HDD) or solid-state drive (SSD) contained within a donated device before re-building it as a Neverware CloudReady: Home Edition Chrome machine, suitable for learners of all ages.

There will be no attempt to view or retrieve any data on any donated device at any time during the repurposing process and no additional 3rd party is involved.

During the process any pre-existing threats such as hidden malware or viruses will also be removed before the device is gifted to its new owner.



Simon Smith
Managing Director, Entrust Education Technologies