

IT Reuse Scheme – International Allocation Information

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Owner: Head of Circular Economy, UWE Bristol

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Purpose

This document sets out the criteria, responsibilities, and conditions for allocating reused IT equipment to international (beyond UK) recipients through UWE Bristol's Circular Economy IT Equipment Reuse Scheme. It ensures that international donations align with the university's sustainability objectives, legal obligations, and risk management requirements.

1. Eligibility Criteria

International applications will only be considered where they are clearly linked to:

- A UWE Bristol academic initiative, research project, or externally funded programme;
- An established international partner organisation or charitable cause with a clear community impact;
- A named UWE staff member who acts as the project champion and recipient of the shipment.

2. Application Requirements

Applicants must:

- Complete the standard IT Reuse Scheme enquiry form;
- Submit evidence of the partnership/project link;
- Confirm the intended use, target beneficiaries, and number of devices requested;
- Provide assurance of reliable power, internet access, and secure storage at the destination;
- Acknowledge responsibility for local logistics, compliance, and end-of-life device management.

3. Conditions of Allocation

- **Shipping & Costs:** UWE will not cover international shipping, import/export taxes, or customs fees. All logistics must be arranged and paid for by the recipient/UWE project.
- **Data Security:** All devices are fully data-wiped prior to shipment. Recipients are responsible for all data protection obligations after receipt.
- **Support Limitations:** No technical support, software installation, or hardware maintenance will be provided after delivery.

- **Language/Compatibility:** Devices are issued with UK-English operating systems and standard UK power plugs. UWE does not provide multilingual configurations or adaptors.
- **Proof of Receipt & Impact:** Recipients must submit evidence that devices were received and used as intended. This may include signed delivery confirmations, photographs, and a short impact statement.
- **End-of-Life Responsibility:** Recipient organisations are expected to manage reuse, recycling, or disposal responsibly in accordance with local regulations and ethical standards.

4. Legal Compliance

- It is the recipient's responsibility to ensure that devices can be legally imported into their country and used for the stated purpose.
- UWE Bristol accepts no liability for customs clearance issues, equipment seizures, or legal disputes arising in the destination country.

5. Risk & Oversight

- High-risk countries, shipping routes, or unsupported infrastructure may lead to rejection of the application.
- UWE reserves the right to decline international requests that do not meet due diligence, sustainability, or reputational thresholds.

6. Agreement & Declaration

All international recipients (or their UWE staff representative) must sign a declaration confirming acceptance of these conditions prior to release of equipment.

Contact

For enquiries about the IT Equipment Reuse Scheme:

Email: itreusescheme@uwe.ac.uk

Related documents:

- IT Equipment Reuse Scheme Eligibility Criteria.
- Equipment Enquiry Form.