# Steps to Recycle your Data-Bearing Devices!

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A data-bearing device is any physical device that can store digital information.

They include smart phones, tablets, laptops, hard drives, and any other data storage devices.

Protect your personal Information. Recycle your data-bearing devices.

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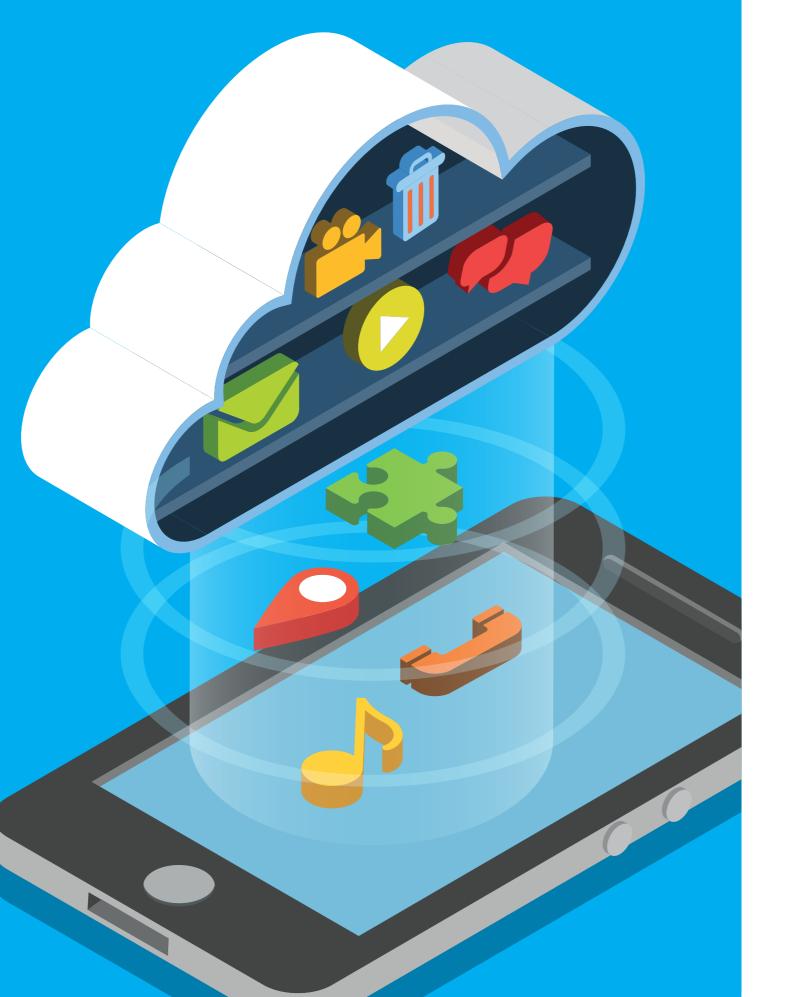
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## Step 1

#### **Back up your data**

Ensure that you have backed up your data and information. You can use an external hard drive to download or upload to secure cloud storage options such as *iCloud*, **Google Drive or Dropbox.** 



### Step 2

#### Log out from all your personal accounts

To protect your privacy, it is important to log out from all personal accounts, including **emails**, **banking** and social media apps, from your devices.

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|---------------------|-------|
| Your Bala           | nce   |
| \$860,50            | 0.00  |
|                     |       |
| MasterCard          | 08/28 |
| \$250,590.00        |       |
| **** **** **** 1234 |       |
|                     |       |
| VISA                | 10/23 |
| \$250,590.00        |       |
| **** **** **** 2486 |       |

### Step 3

#### Remove your storage media and perform factory reset

Never dispose your devices together with your **SIM card** and **external** storage media.

| General Transfer or Reset iPhone  | ← Additional Settings |
|---|-----------------------|
|   | Accessibility         |
|   | Assistive Ball        |
| Prepare for New iPhone<br>Make sure everything's ready to transfer to a new   | Gestures & motions    |
| iPhone, even if you don't currently have enough iCloud<br>storage to back up. | One-handed mode       |
| Get Started   | Power Button          |
|   | Screenshot            |
|   | Screen recording      |

Schedule power on/off

#### For iPhone users:

Go to <u>"Settings</u>" > <u>"General"</u> > <u>"Transfer or</u> **Reset iPhone**", then tap **<u>"Erase All Content and</u>** <u>Settings</u>"

**<u>Reset</u>** your devices to its factory settings to remove all files, data and applications.



Warning: A factory reset is an irreversible process!

Please ensure that you have performed data backup on your devices.

|                                | OTG connection<br>Get better compatibility with<br>peripheral devices including<br>earphones and USB drives. |   |
|--------------------------------|--|---|
|                                | System services  | > |
| Reset                          | Back up and reset  | > |
| Erase All Content and Settings |  |   |
| E.g. iPhone                    | E.g. Android phone   | e |

#### **For Android users:**

Go to <u>"Settings</u>" > <u>"System</u>", then tap <u>"Reset</u> Options", choose <u>"Erase</u> <u>all data (factory reset)</u>"



### **Deposit your data-bearing devices at ALBA E-Waste bins**

All E-Waste collected will be sent to qualified licensed E-Waste recyclers. These E-Waste recyclers will perform data sanitation and physical dismantling to ensure devices are recycled in a secure manner.



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Scan to visit our website for more information on how you can recycle your E-Waste

### Where to recycle your E-Waste?



**E-Waste bins** 



**Quarterly E-Waste collection drives** 



**Doorstep Collection** 

**Retailer Take Back** Scheme



**Town Council Bulky Waste Removal Service** 



**Drop off at ALBA depot**, 20 Tuas Loop, Singapore 637350



Scan to visit our website for more information



contact.ewaste@albagroup.asia

www.alba-ewaste.sg @alba\_singapore