Steps to Recycle your Data-Bearing Devices!

ALBA
Treasure raw materials.

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.
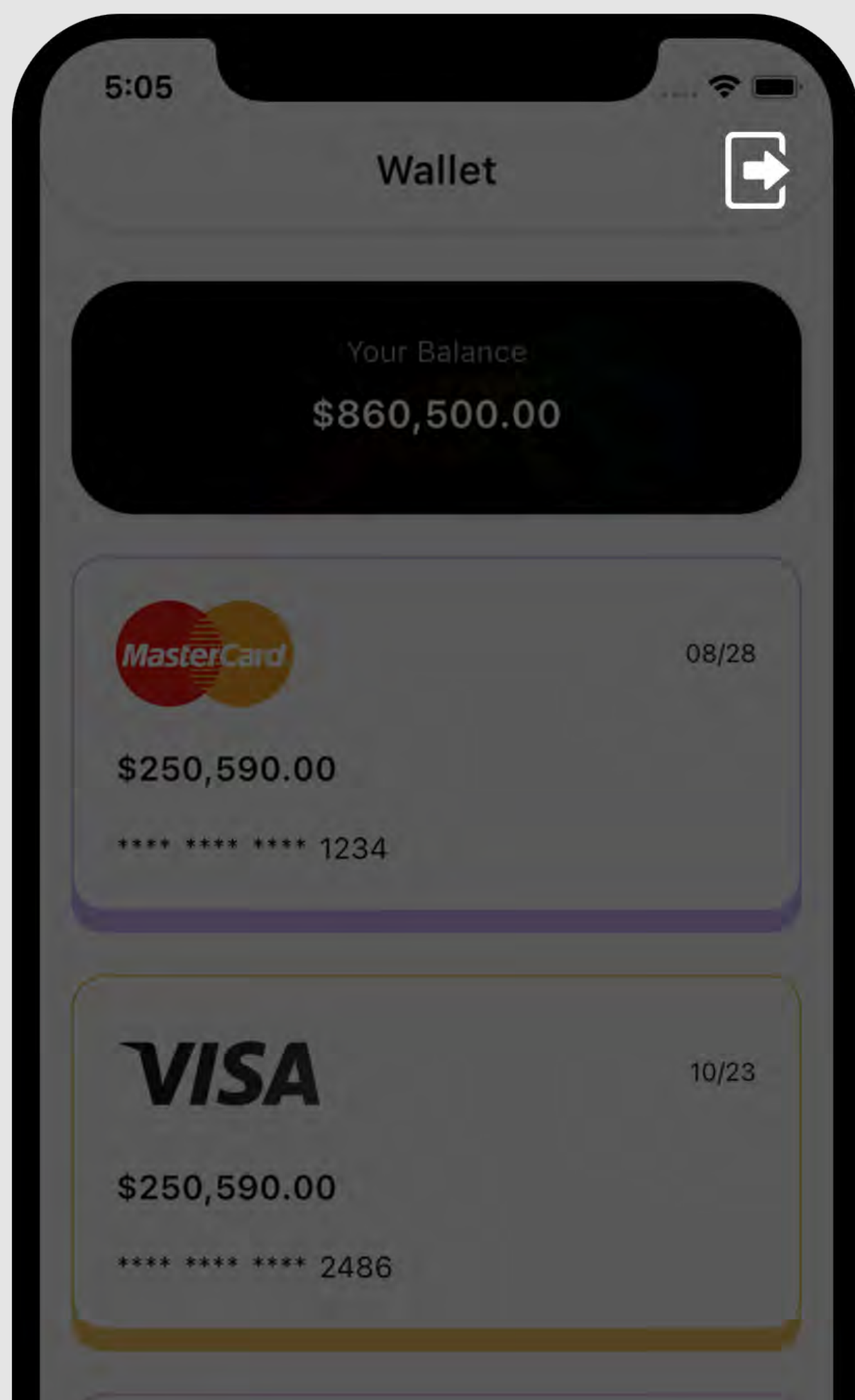

Step 1

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.
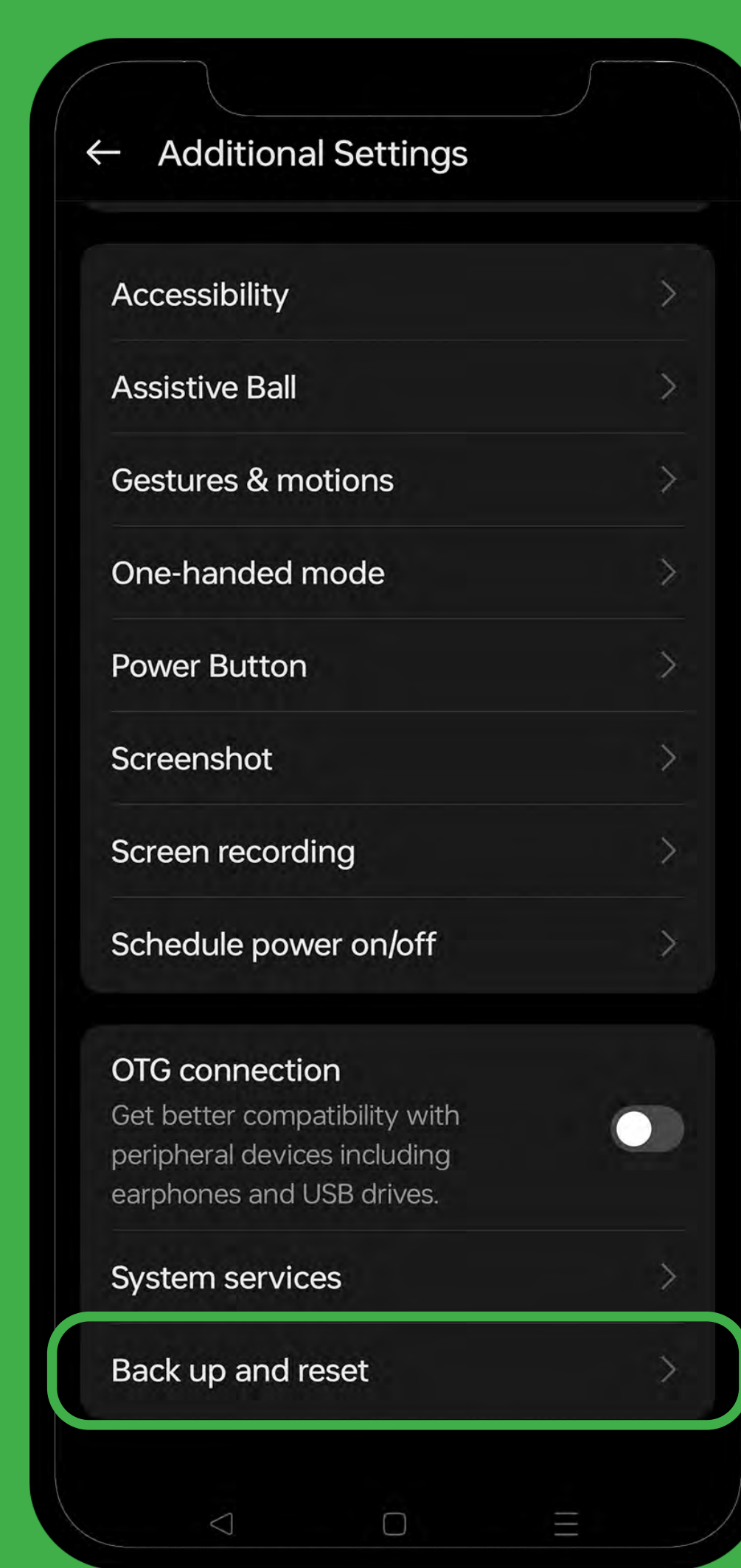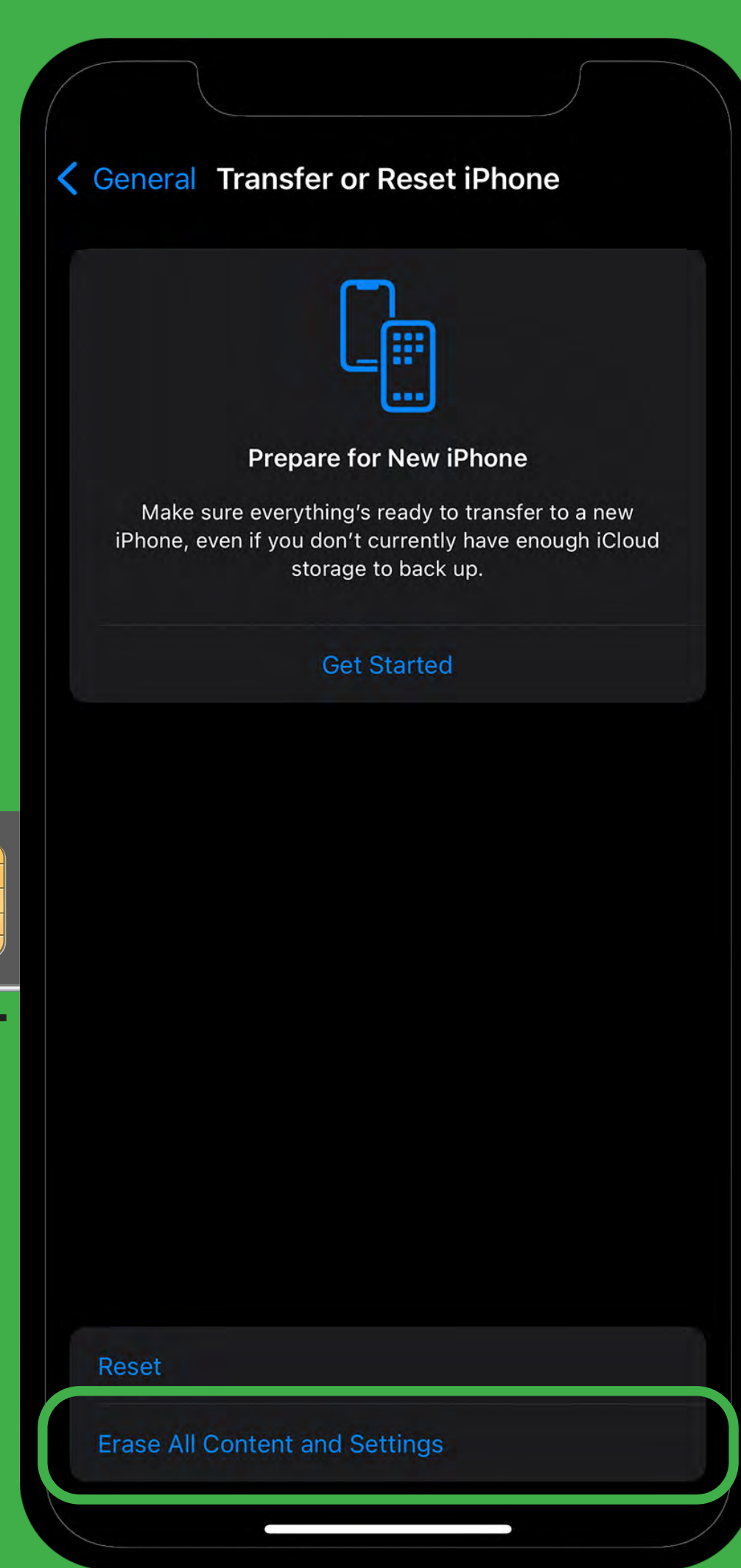

Step 3

Remove your storage media and perform factory reset

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

Reset 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.

E.g. iPhone   E.g. Android phone

For iPhone users:
Go to **"Settings"** > **"General"** > **"Transfer or Reset iPhone"**, then tap **"Erase All Content and Settings"**

For Android users:
Go to **"Settings"** > **"System"**, then tap **"Reset Options"**, choose **"Erase all data (factory reset)"**

Step 4

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.

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

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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

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