Disposal Procedure for Confidential Waste Paper

Introduction
The University’s Information Security Policy requires that measures be taken to store, access and dispose of sensitive information appropriately to protect against unauthorised disclosure and the associated negative impacts.

All staff have a responsibility to consider security when disposing of information in the course of their work. Individuals handling or processing any confidential material are personally responsible for ensuring the proper disposal of the information.

The following outlines the procedure for the disposal of confidential waste paper.

Procedure

Step 1: Is your paper waste confidential? The Information Security Policy classifies information into two types: sensitive and non-sensitive. All waste paper that contains sensitive information must be shredded and disposed of securely.

Step 2: Departments may wish to shred small quantities of confidential material themselves. Paper, once shredded, should be disposed of using the paper recycling scheme.

Step 3: Larger quantities of confidential waste should be placed in the white, polypropylene data Destruction sacks (not black bin bags). Confidential waste sacks will be supplied with a security tag and should be ordered via the FM Helpdesk.

Please note:
- Only fill sacks with confidential waste to the line specified
- Confidential paper material should be removed from folders, plastic wallets, box files etc. before being bagged, however staples and bindings do not need to be removed.

Step 4: Once the sack is full please seal with the security tag that will have been supplied with the bag and arrange collection by contacting the FM Helpdesk.

Please note:
- Confidential waste must be kept in a secure location pending collection. Sacks containing confidential waste must not be left in corridors, receptions, open plan offices or any other unattended area.

Associated Documentation
EHU Information Security Policy
EHU Data Protection Policy
EHU Retention and Disposal of Student and Related Records Policy

FM Helpdesk
Report the job online at go.edgehill.ac.uk/fm or call (01695 58)4455.

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