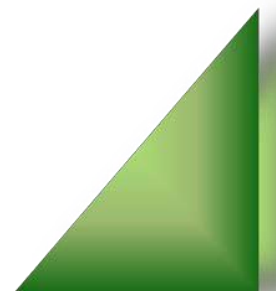




# IT Services

## Confidential Waste Policy

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## Document Control Information

Revision	Date	Revision Description
Version 1	11 <sup>th</sup> May 2010	Draft
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Version 3	17 <sup>th</sup> June 2013	Revised following Metacompliance review

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## Confidential Waste

### 1. Introduction

#### 1.1 Overview

This policy is for all those that may come into contact with sensitive or confidential information. It outlines what is classified as confidential waste, how to securely dispose of it and the consequences of breaching this policy.

#### 1.2 Intended Audience

This document is for all those that come into contact with sensitive or confidential information.

#### 1.3 Scope

This document outlines the procedures to be followed by those responsible for the confidential waste.

#### 1.4 Related Documents

- Building Security Policy
- ICT Acceptable Use Policy
- Employee Code of Conduct
- Incident Reporting Policy

## 2. Confidential Waste

Confidential Information must be protected at all times - this is particularly important during its disposal. The Information Commissioner now has the powers to impose significant fines on organisations that fail to do so.

Data Protection is everyone’s responsibility, therefore everyone must familiarise themselves with Council’s Confidential Waste Policy.

### Examples of confidential information

Examples of Confidential Information	
All forms of employee, legal, medical and financial details	Contracts
Citizen identifiable information held in social care, health, education, benefits and financial records	Accounts Records
Citizen Identifiable Information e.g. passport, driving license copies	Personnel Records
VAT Records	Photocopier rejects (that contain confidential material)
Computer printouts (that contains confidential information)	Banking information
General letters and correspondence (that contains confidential information)	

*This list is not exhaustive. If you are unsure, please seek the advice of your Information Management Group Representative.*

### 2.1 General Confidential Waste

- 2.1.1 All offices must use a dedicated confidential waste bin or a cross cut shredder.
- 2.1.2 Confidential waste must never be disposed via regular waste or recycling facilities.
- 2.1.3 Only shredded (cross cut only) confidential waste can be disposed via regular waste or recycling facilities.

### 2.2 Confidential Waste Paper Procedure (DALKEITH CAMPUS e.g. Buccleuch, Jarnac, DKSW and Eskdail)

- 2.2.1 All main offices have locked confidential waste bins or cross cut shredders for staff to dispose of their confidential paper.
- 2.2.2 Confidential waste bins are emptied daily in Midlothian House and Fairfield House. If your nearest bin is full please use another nearby and report to Campus Maintenance.

2.2.3 Full confidential waste bins at other sites on the Dalkeith Campus must be reported to Campus Maintenance.

## **2.3 Confidential Waste Paper Procedure (OTHER OFFICES)**

2.3.1 All other offices must have a dedicated confidential waste bin or cross cut shredder for staff to dispose of their confidential paper.

2.3.2 The Senior Manager within this office should take responsibility for ensuring that confidential waste is stored in a secure location at all times.

2.3.3 When there is sufficient quantity to justify a collection, the Senior Manager should email [recycling@midlothian.gov.uk](mailto:recycling@midlothian.gov.uk) to arrange uplift.

## **2.4 Confidential Paper and Office Clear-outs**

2.4.1 If an office would like to undertake a clear-out then they should allocate a coordinator to liaise with Waste Management.

2.4.2 This coordinator should contact [recycling@midlothian.gov.uk](mailto:recycling@midlothian.gov.uk) to agree a suitable date/time for the clear out to be undertaken.

## **2.5 Disposal of Confidential waste**

2.5.1 Bags containing confidential waste are then removed and stored in the secure metal container in Midlothian House car park. Only Campus Maintenance and Waste Management have keys to access this container.

2.5.2 On a scheduled uplift frequency all material from this container is collected and moved to a secure storage container at Stobhill Depot.

2.5.3 This material is stored in the container until shredded by a contractor, who has signed a non-disclosure agreement, the confidential waste is then recycled into new paper products.

2.5.4 After this material is destroyed the contractor provides a Certificate of Destruction providing confirmation that all information within that container has been securely destroyed.

2.5.5 These certificates are stored for a 3 year period for auditing purposes.

## **2.6 Consequences of breaching this policy**

2.6.1 The inappropriate disposal of confidential waste may lead to a breach of the Data Protection Act and have potential disciplinary consequences for those involved.

2.6.2. Any breach of the policy should be classed as a security incident and reported to your Information Management Divisional Representative.