Disposal Procedure for Confidential Waste Paper

Introduction
This policy requires special measures to be taken to protect confidential and even more sensitive, highly confidential, information.

In accordance with University policy, any waste paper that when disclosed to unauthorised recipients could have at least a negative impact on individuals or the University, must be shredded before disposal.

This document sets out the procedure to be followed to allow use of the Cleaning Services shredding facilities.

Procedure
All waste paper that is at least confidential in sensitivity must be securely placed in white Shred it bags, available from Cleaning Services. This is a change from the previous system where confidential papers were put in blue bags. Schools and services should then contact the Estate Services Helpdesk on Ext 35555 to request a collection, giving details of the location, number of bags for collection, number of spare bags required and individual contact details. The bags will be collected by the Cleansing Team within 7 working days and taken to a secure, locked container situated on campus. When full the container contents will be transported by our approved supplier to a waste collection depot where all the papers will be shredded before going to the pulping mill.

There is a significant cost to the University for this service and therefore Schools and Services must only put confidential papers in the white Shred it bags. Non confidential waste paper, must not be included in the blue bags, and should go in the green plastic bags provided. All other waste e.g. filing dividers, plastic sleeves should also be separated and put into black bags for disposal as general waste, if not suitable for recycling.

Schools are expected to ensure secure storage of confidential waste papers prior to collection. If you are planning on a larger scale clear out e.g. emptying document archives or moving office and secure storage of the waste sacks is not possible, please contact Cleaning Services in advance to book a collection of waste paper sacks so they can be removed as quickly as possible, or for extra vigilance shred the documents before they are placed in the white shred it bags.

Any queries or concerns should be directed to the Cleaning Services Manager on Ext 33434 or the Cleansing Supervisor on Mobile 07939 533673.

25th September 2018