



Disposal Procedure for Confidential Waste Paper

Introduction

The University is devising a new information security policy. This policy requires special measures to be taken to protect confidential and even more sensitive, highly confidential, information.

In accordance with the new 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 **blue** plastic bags, available from Cleaning Services. This is a change from the previous system where confidential papers were put in green 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 will be transported 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 blue 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.

Any queries or concerns should be directed to Janet Willis, Cleaning Services Manager on Ext 33434 or Kevin Banks, Cleansing Supervisor on Mobile 07939 533673.