



# Freedom of Information Request FOI1640

## Request:

Can you please provide me with an electronic copy of any policies, procedure or guidance which you issue to staff in relation to the disposal of confidential or sensitive paper?

Do you have a disposal procedure?

Do you provide facilities for recycling paper and how do you ensure, staff do not disposal of confidential waste in these bins?

Please send me a copy of any email bulletins or intranet news and/or notices pertaining to the safe dispose of information, media and equipment within your organisation

Do you regularly carry out bin audit\check ?

How do you ensure staff don't place confidential waste in the general waste bins ?

Submitted on 22/08/19.

## Response:

Can you please provide me with an electronic copy of any policies, procedure or guidance which you issue to staff in relation to the disposal of confidential or sensitive paper? **See attached guidance**

Do you have a disposal procedure? **See attached handling guidance**

Do you provide facilities for recycling paper and how do you ensure, staff do not disposal of confidential waste in these bins? **Yes, see attached guidance. The Authority incorporate confidential waste guidance into our mandatory corporate Information Governance training.**

Please send me a copy of any email bulletins or intranet news and/or notices pertaining to the safe dispose of information, media and equipment within your organisation **No information held**

Do you regularly carry out bin audit\check ? **No information held**

How do you ensure staff don't place confidential waste in the general waste bins ? **The Authority incorporate confidential waste guidance into our mandatory corporate Information Governance training.**