

Practical Guidelines for Confidential Waste

We have a duty to dispose of confidential and sensitive information securely. However papers and other rubbish put incorrectly into confidential waste bins are a drain on resources. It takes more resource to handle and dispose of confidential waste – special bags and seals, tagging the bags, completing paperwork for an audit trail and the considerable time taken to shred.

The following will give you a guide as to whether something needs to be handled as confidential and shredded.

Something additional to think about – is your entire document confidential or can you take out only some of the pages for confidential disposal and recycle the rest, thus reducing the bulk of waste which needs to be shredded.

What constitutes confidential waste

Please note this is a general guide only and is not an exhaustive list.

Shred	Don't shred
Anything which contains personal info re residents : <ul style="list-style-type: none">- names / addresses in context- financial info- case files- complaints	Anything which is already in the public domain : <ul style="list-style-type: none">- committee papers (except pinks)- procedures / policies- service plans- anything in leaflet form- anything which is published on the Council's website*
Staffing / HR info	Envelopes
Pink pages of committee papers	Newspapers, periodicals, magazines, books
Information re financial transactions with 3 rd parties / individuals	Council publications
Contractual information about 3 rd parties / individuals	General waste
Credit card payment details	Food waste

*Council's website – this does not mean the Intranet

Practical guidance on preparing paperwork for shredding

DO ☺

- Take off any sheets which are non confidential and place them in the recycling bin
- Remove papers from files / folders / bindings / plastic pockets
- Remove bulldog clips and large paper clips
- Remove pages from hard backed books and diaries
- Remove pages from spiral bound notebooks

DON'T ☹

- Tear up sheets – this makes handling the paperwork much more difficult