

DISPOSAL PROCEDURE FOR CONFIDENTIAL WASTE PAPER

1. Introduction

The purpose of this document is to:

- Establish the Trust's approach to the disposal of confidential waste.
- Inform members of the public, third parties and contractors about how the Trust disposes of waste that may contain confidential information.
- Inform staff – including students, volunteers and private contractors – working for, on behalf of, the Trust of their responsibilities with regards to the disposal of confidential waste and how the Trust will enable these to be met.

2. Identifying Confidential Waste

Defining confidential waste is key to ensure documentation is being disposed of correctly. Confidential waste is defined as any personal information that can be used to identify individuals, including their name, address, contact numbers or any sensitive data. Examples of confidential documentation that needs disposing of correctly includes:

- Pupil records
- Employee records
- Payroll information
- Medical information
- Invoices and quotes
- Memo, notes, emails, letters

3. Compliance

To ensure the trust is fully compliant with the Data Protection Act, confidential information will need destroying in a secure way by a responsible person or company. BS EN 15173: Secure Destruction of Confidential Material provides key conditions that must be adhered to fully comply to the Data Protection Act, such as:

- The screening of personnel
- Confirmed premises security
- The safe collection, retainment and transfer of sensitive information
- Control over the destruction of confidential data
- Traceability of the destruction process

4. Disposing of paper information (Non-Confidential)

Dispose of unwanted paper documents that do not contain any confidential information, should be disposed of using your school's normal procedure. Where possible if your school has a recycling scheme in place, this should be done through this method.

5. Disposing of paper information (Confidential)

Each school site will be provided with a secure method to dispose of confidential waste in the form of a lockable confidential waste bins. These will be located around each school site that is convenient to staff areas with the highest amount of confidential waste.

Locations have been identified on each site map

1. South Hunsley School – Appendix 1
2. Malet Lambert School – Appendix 2
3. Driffield School – Appendix 3

Confidential waste must be kept secure and protected against accidental loss, damage or unauthorised access up until its final destruction:

- Only authorised site personnel or an approved contractor should handle the waste

Destruction is to take place off site by a specialised contractor. The waste must be escorted off site they will need to provide destruction certificates. These will be provided to the Site Manager who will keep a record of these on site.

6. Responsibilities and Accountabilities

Compliance with this procedure is mandatory for all staff working for or on behalf of the Trust – including students, volunteers and private contractors. They are also responsible for being aware of, and complying with the disposal waste procedures in the use in the locality in which they work.

Line managers will ensure compliance within their own areas.

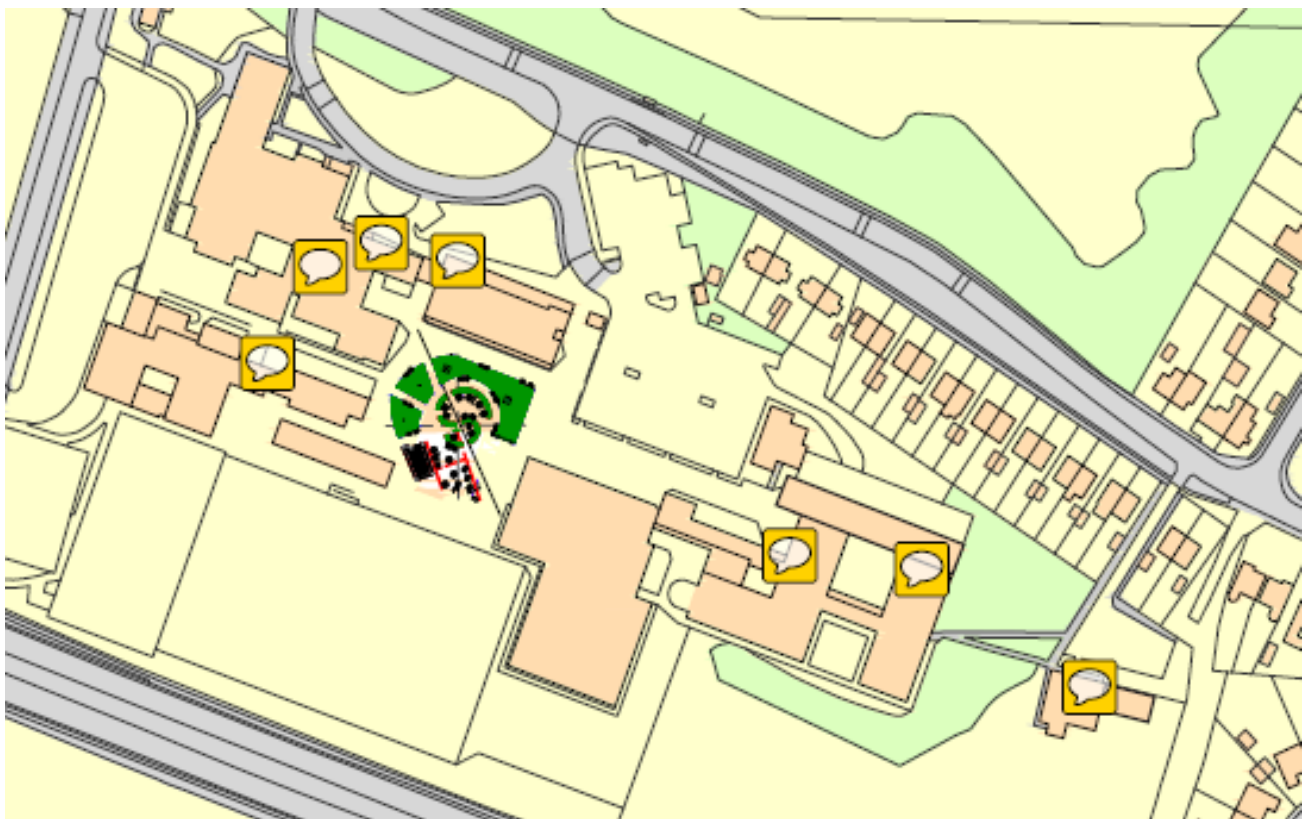
Any breach of this procedure should be reported directly to the Trust's Data Protection Officer and the Head of School of the specific school.

7. Review

This procedure will be reviewed at least annually or when a required by changes circumstances.

South Hunsley

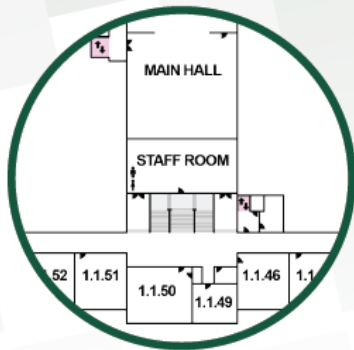
1. Humber Staff Room
2. Finance Office
3. Riding Staff Room
4. Main Office
5. Kingston Staff Room
6. Science Work Room
7. Primary School / Trust Office



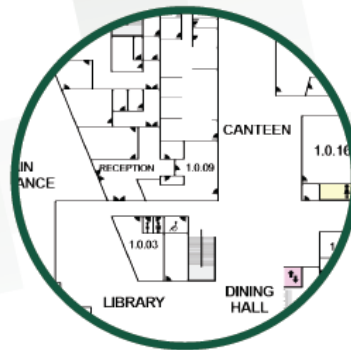
Malet Lambert



Confidential Waste Bin Locations



Staff Room
Main Building
2 Bins



Admin Office
Main Building
Ground Floor, 1.0.09



HR Office
Main Building
Ground Floor, 1.0.40

Driffield School

1. North Building – Maths Office / Staff Room
2. East Building – Staff Room
3. West Building – Finance Office
4. West Building – HR Corridor
5. Ace – Central Admin Office

