

Policy Library Pro Forma

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Title: Confidential Waste Procedure

Aim / Summary: To ensure the Council has procedures in place to ensure the secure disposal of confidential waste generated or used by the Council.

Document type (please choose one)

Policy		Guidance	
Strategy		Procedure	X

Approved by: Information Management Group

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Subject Areas (choose all relevant)

About the Council	X	Older people	X
Births, Deaths, Marriages	X	Parking	X
Business	X	Recycling and Waste	X
Children and Families	X	Roads	X
Countryside & Environment	X	Schools	X
History and Heritage	X	Social Care	X
Jobs	X	Staff	X
Leisure	X	Travel and Transport	X
libraries	X		

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Please include any supporting documents

- [Data Protection Act 1998](#)
- [Information Management and Data Quality policy](#)
- [IT disposal procedure](#)

Review date

Amendments



Confidential Waste Procedure

Context

1. Nottinghamshire County Council (NCC) creates a significant amount of confidential waste. The [Data Protection Act 1998](#) requires the Council to ensure confidential waste with personal or sensitive personal information is disposed of securely.
2. The [Information Management and Data Quality policy](#) requires the Council to appropriately dispose of information, data and records that are no longer required
3. Confidential waste may include information that is commercially or organisationally sensitive.
4. The Council (through Catering & Facilities Management) employs a contractor ([Wastecycle Ltd](#)) to securely destroy all paper-based confidential waste.
5. There is currently no requirement for all Council sites to use the service arranged by Catering & Facilities Management.

6. Definitions

6.1. **Confidential waste** is defined as waste that contains person-identifiable data or data that is considered sensitive to the Council's business. For example:

- 6.1.1. Person-identifiable data, as defined by the Data Protection Act 1998.
- 6.1.2. Finance information e.g. payroll, pensions or benefits.
- 6.1.3. Staffing information e.g. personnel files, occupational health records.
- 6.1.4. Commercially sensitive e.g. contracts, maintenance records,
- 6.1.5. Service user information e.g. care records.

It can be produced in a number of formats manual and electronic; paper, audio and video recordings, microfiche, photographs, image files, databases, CDs, DVDs, computer hard drives, removable data storage.

6.2. **Confidential waste bins** are bins provided by the Council for the sole purpose of storing paper-based confidential waste.

6.3. **Data** – reinterpretable representation of information in a formalised manner suitable for communication, interpretation or processing e.g. a number, word or symbol in a report, spread sheet or database.

- 6.4. **Destroy** means to eliminate or destroy confidential waste beyond any possible reconstruction.
- 6.5. **Information** – knowledge concerning objects that within a certain context has a particular meaning.
- 6.6. **IT disposal procedure** is a Council procedure for disposing of Information & Communications Technology (ICT) equipment.
- 6.7. **Portable storage devices** (also known as USB sticks, iPods, PDAs, smartphones, digital cameras, and external hard drives) are devices that connect to the USB port of a computer and are used to store and retrieve data, in much the same way as a floppy disks were used but with a far greater capacity.
- 6.8. **A record** is information created, received, and maintained as evidence and information by the Council, in pursuance of legal obligations or in the transaction of business.
- 6.9. **Removable media** is any type of storage device that can be removed from a computer while the system is running. Examples of removable media include CDs, DVDs and Blu-Ray disks, as well as diskettes and USB drives.

Scope of this procedure

7. This procedure applies to all Council buildings and locations.
8. This procedure applies to all confidential waste held by the Council, regardless of format. This includes documents and records in electronic or digital form as well as physical form (hardcopy).
9. This procedure applies to all elected members, officers and through commissioning and agreements, partners, volunteers, contractors and consultants.

Principles and Commitments

10. The Council will ensure that:
- 10.1. Confidential waste is disposed of in accordance with relevant legislation and statutory requirements.
- 10.2. Information, data and records that are no longer required will be appropriately disposed of.
- 10.3. All those working for or on behalf of the Council will be made aware of the need to dispose of confidential waste securely.

Responsibilities in relation to Principles and Commitments

11. This procedure establishes responsibilities which include:
- 11.1. **Corporate leadership team**; the corporate leadership team will be responsible for ensuring that this procedure is implemented at all levels within the County Council.

- 11.2. **SIRO**; the Senior Information Risk Owner is responsible for leading and fostering the organisational culture that values, protects and uses information for the public good. The SIRO is responsible for the overall information risk policy and risk assessment process.
- 11.3. **Information Asset Owners**; are responsible for promoting and supporting the organisational culture as determined by the SIRO. They are also responsible for managing the information assets within their remit from the perspective of access, risk and lifecycle.
- 11.4. **Team managers**; Responsibilities of team managers accountable for implementing this procedure include ensuring that the effectiveness of procedural implementations are periodically assessed; and ensuring implementation of this procedure and associated guidance.
- 11.5. **All** officers, partners, volunteers, contractors, consultants and agency staff are responsible for complying with this procedure in the performance of their duties.
- 11.6. **Elected Members**; members of the County Council including co-opted members are responsible for protecting the information and data which they have access to or are exposed to in the course of their County Council activities in accordance with this procedure, its supporting documents and relevant legislation.
- 11.7. **Information manager**; the information manager has specific roles and responsibilities related to the management of information, which include developing and promoting a framework for the management of information, including standards, guidelines, tools, and best practices that support this procedure; and providing advice to departments.
- 11.8. **Business Intelligence Manager**; has specific responsibilities related to the management and quality of the Council's data and business intelligence, which include developing and promoting standards for the provision and use of business intelligence, management information and analysis and co-ordinating service process and business system change and its impact on Business Intelligence infrastructure.
- 11.9. **ICT Services**; are responsible for ensuring that ICT equipment is securely disposed of in accordance with the [IT disposal procedure](#).
- 11.10. **Catering & Facilities Management**; The team will be responsible for ensuring all paper-based confidential waste is securely collected from all Council sites and destroyed.
- 11.11. **Solutions4Data, Mail & Despatch**; couriers working for this team will collect small amounts of paper-based confidential waste and return to County Hall for central collection and secure destruction.

Key actions to meet the commitments set out in the procedure

12. The Council will ensure:

- 12.1. All staff are made aware of this procedure through the intranet, Team Talk and departmental communications.
- 12.2. All Council sites will ensure the procedure is implemented.
- 12.3. Contracts, frameworks and performance management arrangements reflect, enable and support implementation and compliance with the procedure.