

NCC-039628-19 confidential waste disposal

Dear Requester,

Further to your request for information under the freedom of information act

<http://home.nottsc.gov.uk/media/2314246/confidential-waste-procedure.pdf>

Hi,

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 link above](#)

Do you have a disposal procedure? [See link above](#)

Do you provide facilities for recycling paper and how do you ensure, staff do not disposal of confidential waste in these bins? [See link above](#) -We provide confidential waste bins – staff are provided with data protection 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 see links;

<http://home.nottsc.gov.uk/news/news/get-ready-for-the-general-data-protection-regulation>

<http://home.nottsc.gov.uk/news/news/data-protection-day-2018>

<http://home.nottsc.gov.uk/news/news/data-protection-day-2019>

No email bulletins sent on this.

We need to highlight is that intranet pages are in-place on this, and notice are everywhere around the building, particularly around printers

Do you regularly carry out bin audit\check? No, all confidential waste collections are sealed and disposed of in line with attached policy

How do you ensure staff don't place confidential waste in the general waste bins ? [See link above](#) - We provide confidential waste bins – staff are provided with data protection training.

We trust this now resolves your enquiry, however should you have any further queries please do not hesitate to contact me directly on the details below.

Nottinghamshire County Council regularly publishes previous FOIR,s and answers on its website, under Disclosure logs. (see link) <http://site.nottinghamshire.gov.uk/thecouncil/democracy/freedom-of-information/disclosure-log/>

You can use the search facility using keywords.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Team Manager, Complaints and Information Team, County Hall, West Bridgford, Nottingham, NG2 7QP or email complaints@nottsc.gov.uk .

Kind Regards

Complaints and Information Team