

information destruction **security waste** audit



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Assessing the risk to your company

1. Have you assessed the risk to your business if your confidential information falls into the wrong hands? Yes ☐ No ☐
2. Do you dispose of your paper records separately from your general waste? Yes ☐ No ☐
3. Identity theft is growing - Do you know what happens to your company's waste prior to collection? Yes ☐ No ☐
4. Are you aware of the responsibilities you have as a Data Controller under the Data Protection Act 1998? Yes ☐ No ☐
5. Have you drawn up information destruction procedures and are you satisfied that they are being carried out? Yes ☐ No ☐
6. Are you aware of the new British Standard for information destruction EN15713:2009? Yes ☐ No ☐
7. Do you use an approved contractor or sub-contractor that works to EN15713:2009 and is audited by a UKAS accredited certification body to ISO 9001:2008? Yes ☐ No ☐
8. Does your existing contractor provide a certificate of destruction and a fully auditable trail to EN15713:2009? Yes ☐ No ☐
9. Is your confidential material recycled securely?..... Yes ☐ No ☐

Are you satisfied with your answers?

If you have answered no to one or more of these questions, you should consider reviewing your shredding and recycling procedures.

To help you comply with all aspects of the above, please visit the BSIA website and/or contact a member company at www.bsia.co.uk/shredding

What to look for in a reputable shredding and recycling contractor

British Shredding Standard EN15713:2009

British Security Industry Association (BSIA) Information Destruction companies comply with European Standard EN15713:2009. The standard means that you can have complete confidence in your contractor and is an excellent benchmark for customer service. The standard will be incorporated in members' ISO 9001:2008 quality system which is inspected by a UKAS accredited certification body, guaranteeing secure service.

For more information visit www.bsia.co.uk/shredding

Data Protection Act 1998

An approved contractor must be well versed in the Data Protection Act (DPA) 1998, and understand that under 'Principle 7' a written contract must be in place between the Data Controller (customer) and Data Processor (shredding contractor). Also, the contractor should be registered under the DPA.

For more information visit www.ico.gov.uk

Personal and corporate identity theft

Your identity is a valuable commodity – you need it to function in everyday life. You need evidence of who you are to open bank accounts, obtain credit cards, finance, loans and mortgages, to obtain goods or services, or to claim benefits. Since 1999, the number of identity frauds recorded by CIFAS, the UK Fraud Prevention Service, has risen from around 20,000 per annum to over 137,000. Home Office figures show that identity theft costs the British economy £1.7 billion. By using a professional information destruction company you can reduce the risk of your business and your customers falling victim to identity theft.

For more information visit www.identitytheft.org.uk

Recycling

Environmental issues are affecting the way we conduct our home life, as well as our obligations at work. All BSIA approved contractors shred and recycle the confidential material, much of which is then made into various types of writing and tissue paper.

For more information visit www.paper.org.uk/info/factsheets/factsheets.htm

Financial stability

You can be assured that all BSIA companies are financially stable as the BSIA checks financial records before admitting a company into membership. You can review contractors' financial credentials via Companies House and review the list of disqualified directors at the same time!

For more information visit www.companies-house.gov.uk

"By using an approved shredding and recycling contractor, customers can rest assured that their confidential material is dealt with securely and in an environmentally-friendly manner."

BSIA Information Destruction Section Chairman