



Guidance on the Disposal of Confidential Waste

Guidelines for staff

Confidential Waste comprises:

- ❖ **Personal details** of College staff or private individuals (eg students), including any work done by students.
- ❖ **Financial details** such as copy orders, budgets and invoices.

It is important that we dispose of any confidential waste properly. **Confidential Waste Bins** are provided for confidential paper waste only. Staples and bindings can be left on these items and the bins can be found in the following locations:

ASC	B.0.08
Exams Office	B.0.32
Finance Office	B.0.30
Curriculum Office	B.0.18
CIS Office	O.0.05
ICT Office	G.1.16
Occupational Health	G.2.41
Corridor (near to)	O.2.11

CPU Office	T.0.10
Technology	T.1.03
Staff Workroom	G.3.45
HR	G.3.54
Finance	G.3.54
Neville Building	N.0.17
Neville Building	N.2.05 (x2)
Sports	P.1.42

In addition to the confidential waste bins, confidential waste bags are available (from CPU). They can also be used when there is a large volume of confidential waste to be disposed. There is a significant cost to the destruction of this material, so please ensure that you only put confidential material in these bins and bags.

When the bin/bag is full, please log a job on Ebis for the Estates Helpdesk and a collection can be arranged. The paper will be held securely pending on-site secure shredding.

In addition the College provides **blue recycling bins** located in a number of areas. The **blue recycling bins** should be used for paper, newspapers, magazines and small amounts of cardboard. However, these bins are **not suitable for any type of plastic or hardback books**.

When the blue bins are full; if you have a large amount of cardboard to be collected; or if you have any portable media (eg. DVDs, CDs or memory sticks) to be destroyed please log a job on Ebis for the Estates Helpdesk and a collection can be arranged.