

# Meeting the Requirements Secure Destruction and Disposal

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## Introduction

The GDPR requires organisations to process personal data securely. Article 5(1)(f) concerns the 'integrity and confidentiality' of personal data, and states that personal data shall be:

*'processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures'*

In addition, Article 4(12) defines a 'personal data breach' as:

*'a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed'*

Organisations, therefore, have a legal obligation to ensure appropriate measures are put in place for the secure destruction of personal data, be this in the form of paper records or IT equipment, where personal data may be stored and/or accessible.

## How do we reach Attainment Level 1?

The organisation should have appropriate measures in place to ensure the secure destruction and disposal of records and disposal of IT equipment. This should consist of relevant policies and procedures for the destruction and disposal of records and IT equipment.

Relevant policies and procedures should include guidance on paper confidential waste collections, removable IT media, IT equipment and other specialist items such as x-ray films and carbon fax rolls, as appropriate to the organisation.

## How do we reach Attainment Level 2?

The organisation should ensure there is a consistent approach in dealing with the destruction of records and the disposal of IT equipment throughout the organisation. Guidance and procedures should be made available to staff throughout the organisation, the organisation should ensure that staff are informed of any changes to the relevant policies and procedures.

## How do we reach Attainment Level 3?

The organisation should regularly review the relevant policies and procedures and undertake routine checks to ensure that these are followed across the organisation. The review process should ensure the organisation remains compliant with policies and procedures, as well as ensure policies and procedures remain accurate, relevant and up to date.

The organisation should also ensure third parties who dispose of personal data and IT equipment on behalf of the organisation provide certificates of destruction, these should be retained by the organisation as evidence of secure destruction.



## Supporting Resources

### Information Commissioner's Office – IT asset disposal for organisations

#### Summary Requirement

Attainment Level	Summary Requirement
1	There are appropriate measures in place which consists of relevant policies and procedures to ensure the secure destruction and disposal of records and disposal of IT equipment.
2	Guidance and procedures are made available to staff to ensure there is a consistent approach in dealing with destruction of records and the disposal of IT equipment.
3	Policies and Procedures are regularly reviewed to incorporate any changes and routine checks are made to ensure the organisation remains compliant.

