

Procedure for the Collection of Confidential Waste under the Data Protection Act

In order that originators retain responsibility for the safe keeping of confidential waste until it can be transported to the confidential waste store, the following procedures will be followed:-

GDPR: MAY 2018 - In light of the new General Data Protection Regulation (GDPR), we realise that there will be an increase on purging data. Please let porters have plenty of notice to ensure that your request can be met as we expect this to be an extremely busy time.

- 1.) Budget Centres should request a supply of confidential waste sacks at the following link:-
 - <https://intranet.birmingham.ac.uk/has/Confidential-waste-removal.aspx>
- 2.) It is the responsibility of the originators of the waste to ensure that bags are properly sealed and kept in a secure environment (Not in corridors or other public areas) and contain ONLY confidential waste
- 3.) When Budget Centre's have transferred their confidential waste to the sacks and sealed them a collection can be arranged at the above link. Collections/delivery of sacks expected to take place within 10 working days from placing request onto the system
- 4.) The confidential waste will then be stored in a locked room until the shredding company collect it for secure disposal