

Education – Knowing What to Shred is Vital



Making sure it's secure.™

Confidential information of your students, pupils and educational facility must be protected. It's not just good practice. It's the law.

What to shred: Protecting student and pupil privacy is critical. Here are some suggestions on the types of information you need to dispose of securely to protect yourself and your organisation.

Educational Facilities

- ✓ Student, pupil and staff names/ addresses/dates of birth
- ✓ Medical information
- ✓ Family records
- ✓ Special needs records
- ✓ Disciplinary records
- ✓ Educational attainment records
- ✓ Staff development reviews
- ✓ National Insurance numbers
- ✓ CCTV tapes*
- ✓ Photographs, slides and other images*
- ✓ Microfiche/microfilm*

Administration and Accounts

- ✓ Banking information
- ✓ Internal reports
- ✓ Estates records
- ✓ Financial and accounting records
- ✓ Notes associated with complaint-handling
- ✓ Audit documents
- ✓ Meeting agendas/minutes

Executive Level

- ✓ Budgets
- ✓ Correspondence
- ✓ Legal contracts
- ✓ Strategic reports
- ✓ Finance forms

Human Resources

- ✓ Personnel records
- ✓ Applications
- ✓ Health and safety issues
- ✓ Payroll information
- ✓ Performance appraisals
- ✓ Training information and manuals

Procurement

- ✓ Corporate records
- ✓ Purchase orders
- ✓ Supplier records and specifications
- ✓ Tenders
- ✓ Maintenance contracts

*NB: non-paper items must be destroyed separately from paper for recycling purposes



Shred-it recommends a comprehensive "shred all" policy to ensure full security. A shred-all policy eliminates any confusion for your employees. They simply shred all documents, keeping your information secure.

Shred-it hard drive and media destruction service

Our CSRs collect and register your electronic media, they are securely destroyed, and you are issued a Certificate of Destruction.

Here is what Shred-it accepts for hard drive and media destruction service:

- ✓ Hard Drives (laptops, desktops, PATA, SATA, etc.)
- ✓ Backup Magnetic Tapes (DLT, mini cartridges, etc.)
- ✓ Floppy Disks (3.5 inch disks, 5.25 inch disks, etc.)
- ✓ Zip Disks (100 MB, 250 MB, and other large disks)
- ✓ Optical Media (CDs DVDs, Blu-ray, and HD DVD)

Items for specialised collection only

Please **do not** place the following items in the Shred-it console:

- × Batteries
- × Sharp objects
- × Ink cartridges and toners
- × Large metal objects
- × Food, glass, cans, etc.
- × Pressurised containers
- × Syringes
- × Cardboard tubes
- × Electrical items
- × Medicine/pill bottles

To find out what we can shred, call us today!

For further information and guidance on data protection and information security, the Information Commissioner's Office has produced specific guidelines for the Education sector, available at ico.org.uk/education.

0800 028 1164 or visit us at shredit.co.uk



ISO Certified

Shred-it Limited has been assessed and certified as meeting the requirements of ISO 9001:2008, ISO 14001:2004 and BS EN15713.