

Healthcare – Knowing What to Shred is Vital



Making sure it's secure.™

Confidential information of your patients, employees and healthcare facility must be protected. It's not just good practice. It's the law.

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

Healthcare Facilities

- ✓ Patient health records
- ✓ GP medical records
- ✓ Accident & emergency registers
- ✓ Birth registers
- ✓ Theatre registers
- ✓ Minor operations registers
- ✓ Prescriptions
- ✓ Diagnosis and treatment information
- ✓ Clinical trial and research documents
- ✓ X-ray and imaging reports, outputs and images*
- ✓ 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

Human Resources

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

- ✓ Training information and manuals

Executive Level

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

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:

- ✗ Medicine/pill bottles
- ✗ Sharps
- ✗ Blood
- ✗ Radioactive waste
- ✗ Soiled material
- ✗ Batteries
- ✗ Sharp objects
- ✗ Ink cartridges and toners
- ✗ Large metal objects
- ✗ Food, glass, cans, etc.
- ✗ Pressurised containers
- ✗ Syringes
- ✗ Cardboard tubes
- ✗ Electrical items

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

Please refer to the Department of Health's Records Management: NHS Code of Practice gov.uk/government/publications/records-management-nhs-code-of-practice for retention and disposal guidelines covering all NHS documents and data.

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.