

“ *The Information Commissioner's Office (ICO) now has the power to fine businesses up to £500,000 for serious breaches of the Data Protection Act* ”

DATA PROTECTION ACT 1998

Having accepted the commercial and legal imperative to protect their confidential information, many businesses still fail to guard this material at the point of destruction. Simply because it is no longer of value to you, doesn't mean that it is not of value to your competitors or even a criminal.

A company may spend thousands of pounds on site access control, firewalls and robust IT protection programs, only to leave confidential information in a black bag, freely accessible to anyone who chooses to obtain it.

ENSURE YOUR COMPLIANCE

To ensure you're fully compliant and protected, you should always choose a BSIA approved shredding provider. The British Security Industry Association is the recognised trade association for the security industry and all members must meet strict operational criteria.

The Data Protection Act requires that organisations must choose a data processor that provides sufficient guarantees about its security measures, and take reasonable steps to check that those security measures are being put into practice. There must also be a written contract between the organisation and their chosen data processor. Without these measures in place, the organisation may be in breach of the Data Protection Act.

The BS EN 15713:2009 standard, which replaces the BS8470 standard for security shredding, covers a range of security features including shred sizes, CCTV systems, security vetting of staff and collection vehicle specification.

This standard enables customers to make an informed choice about who they give their confidential material to, and who can securely and efficiently deal with their waste.

As a principal member of the BSIA Information Destruction Division, and a BS EN 15713:2009 accredited shredding provider, you can be confident that the service you will receive from PHS Datashred will be of the very highest standard. Designed to offer you an efficient and reliable solution, tailored to meet the needs of your organisation, our service guarantees that your company's confidential information will be handled securely and professionally.





“ *Only 64% of businesses have a clear policy in place on how to handle documents containing sensitive information* ”

(source: National Identity Fraud Prevention Week)

WHAT IS COVERED?

Staff & Customer Data

Under the Data Protection Act 1998, it is your legal duty to ensure that you protect a individual's right to privacy and do not pass on any information to an unauthorised body. This essentially means that all your staff's personnel records, including address details, salary, bank details and performance appraisal records must be legally protected.

Equally, any customer information you hold must also be stored securely and cannot be passed on to other parties without your customer's express permission. Therefore any customer application forms, transaction records, correspondence or address details must be kept confidential and disposed of in a secure manner.

Administrative Materials

In an increasingly competitive business environment, company information could be of value to many people. Office waste can be used by fraudsters to access customer or company accounts or even to impersonate your company. Something as simple as letter-headed paper could be used to contact your customers, falsify credit applications or even change your company's records at Companies House.

Information such as marketing plans and minutes from meetings may also be of great value to your competitors and could be used to the detriment of your business.

Electronic Data

Many businesses overlook the fact that confidential information does not consist solely of paper records. It can also be held on microfiche, on CDs and even computer hard drives and servers. All methods of information storage are covered by the Data Protection Act and should therefore be treated with the same caution.

It's not just information that should be treated as confidential. Your company uniform, CCTV tapes and ID cards could easily be used for the purposes of fraud if they were to fall into the wrong hands. For example, an ID card could be used to gain access to your site, and a uniform could be used to gain fraudulent access to one of your customers' buildings.

For more information get in touch with us...

Tel: 0800 376 4422 **Email:** sales@shredding.info
Fax: 01322 316 147 **Web:** www.shredding.info

