



STATEMENT OF POLICY AND PROCEDURE Shred-it All Workplace Policy

Barlows Primary School

Workplace Policy#: Barlows 01
Effective Date: **01 September 2018**

Issued by: Barlows Primary School
Approved by: Barlows Governing Body

1. PURPOSE

The purpose of this policy is to assist Barlows Primary School in managing all confidential information through the secure shredding and secure recycling of all company documents. It will provide a clear and comprehensive understanding of information security and disposal requirements.

The objectives of this policy are to ensure that Barlows Primary School employees:

- Comply with laws regarding information security and privacy;
- Help reduce the threat of a security incident; and,
- Protect the confidential information of our customers, our company and each other.

Implementation of and compliance with the policy is essential to its effectiveness. Incomplete or selective implementation exposes Barlows Primary School to legal risks. Therefore, each employee must understand and cooperate in the implementation and enforcement of the Policy.

Policy Administration - should any questions, comments or suggestion arise regarding this policy please contact David Robinson Headteacher

2. SCOPE

This policy will apply to all printed Documents, Confidential Information, and General Business Information (as defined in **Section 4.** below) belonging to Barlows Primary School or to which Barlows Primary School is a party or signatory.

3. RESPONSIBILITIES

Senior management is responsible for ensuring that this policy is followed at all Company locations. One member of senior management is appointed as the "Document Control Administrator" with responsibilities outlined below. Other members of senior management are responsible for applying this policy within their areas of responsibility.

The role of **Document Control Administrator** ("DCA") currently assigned to David Robinson should advise and direct the implementation of this Policy, including ensuring all employees are aware and have been trained on how to implement.

Employees – All Barlows Primary School employees are responsible for complying with this policy.

4. DEFINITIONS

4.1. Document - Any paper information that contain information about Barlows Primary School, its owners, employees, subsidiaries, clients, associates, contractors and business partners.

4.2 Confidential Information – all information that is produced in the course of Barlows Primary School business that is not available from public sources is considered confidential. In general, any or all documents or files that contains business, client, partner or employee names, pricing, personal information. This also includes information on individuals as well as information that is available to our company as a result of our business practice(s) but which is not generally known or readily obtainable by others outside of our business, but can be used in general throughout our business.

4.3 General Business Information – More general business information documents including, but not limited to:

Accounting documents	Corporate legal records
Information technology documents	Supplier purchase orders
General Contracts	Supplier records
Customer lists	Supplier specifications
Internal reports	Research and development reports
Payroll statements	Performance appraisals
Training information and manuals	Product testing and results
Executive level budgets	Product development plans
Customer correspondence	Sales and marketing reports
Legal contracts	Specifications and drawings
Strategic reports	Internal communications
Health and safety records	Advertising materials
Medical records	Business strategies
Payroll information	
Performance appraisals	

4.4 DISCLAIMER - Legal and Financial Regulations – Please note some jurisdictions and domains, human resource, legal, and financial documents may have specific rules and regulations governing their retention, distribution, storage, and destruction. Please contact the Document Control Administrator ("DCA") for specific

information and direction and practices regarding those documents in relation to this *Shred-it All* Policy.

5. DOCUMENT SHREDDING PROCEDURES

This section describes the process of document disposal for all types of information which is recorded by employees including **Confidential Information** and **General Business Information**.

At Barlows Primary School, our *Shred-it All* Policy requires that all documents and all information deemed to be no longer needed, required, or retained are to be shredded through the Shred-it secure recycling process. Specifically, this means that all printed documents, including **Confidential Information** and **General Business Information**, should be placed in a Shred-it console for disposal and secure recycling, when no longer required.

5.1 THE "NO EXCEPTIONS" RULE – to ensure the security, integrity, and effectiveness of the *Shred-it All* Policy, documents should not be evaluated for their content or suitability for another method of disposal. Under this policy, no document should be disposed of in a waste or recycling bin. All DOCUMENTS destined for destruction must be disposed of in a Shred-it secure recycling console.

Failure to do so may result in disciplinary action being taken.