****

GDPRData Protection Regulation has been updated to give individuals greater powers to name, shame & be compensated if privacy is invaded

After scandalous sales of personal information, both Public & private Business & organisations are expected to treat individuals details with great care, also being obliged to destroy all redundant, out dated records, meaning that information stored about staff, suppliers & accounts details must be securely destroyed, rather than stored away. The Information Commission Office which regulates business & organisations are imposing significant Fines to non compliant operations. We have some suggestions that could help your Compliance.

**6 Tips that will save you money when destroying archived Confidential information**

Select a reputable shredding service provider, ideally recommended from a colleague, local Chamber of Commerce, or your Industry. A credible company will send a Fact file including all License details, send an assessor to audit your data, recommend the most appropriate service for your needs & send an accurate quotation.

Sacks are appropriate for clearing data from areas with restricted access such as Basements or Upper floors. As a general guideline, 1 x 10 kilo industry standard sack will contain the contents from 1 drawer of a filing cabinet & 2 sacks will contain 1 metre of shelved files.

Wheeled bins may be better when clearing shelving from an area that has level access from collection vehicle. As a guideline, 1 x 340 litre wheeled bin can contain 2 m shelved data, 1 x 660 ltr bin can contain up to 4 metres of files / wallets.(c15 boxes)

**In summary, you can negotiate & reduce service costs by;**

**1.** Requesting sacks or bins in advance. Agreeing delivery & collection dates when service provider is already operating in your area is environmentally friendly & saves transport costs.

**2**. Preparing papers for shredding. If you expect your shredded paper to be recycled remove plastic pockets, folders & wallets. No need to waste your time removing staples, paperclips or card dividers. Filling containers yourself, emptying papers from ring binders will reduce wasted space, prepare list of sack tag numbers. X marking Boxes clearlyidentifies data to be destroyed Avoid overfilling bins or bags as heavy sacks cannot be Safety lifted, & over weight bins that are difficult to move may not be safe to transport.

**3.** Stacking data as close to access as you can. Organise vehicle parking place for the day of collection.

**4**. Proposing to work with your preferred shredding company again. Improve security by buying or hiring a locking confidential waste container for your office & committing to a service schedule.

 **5**. Agreeing payment within 14 days could encourage a saving.

**6**. Asking for a discount if you hold charitable/ Social enterprise status.

**Citrus secure shredding have managed hundreds of archive destruction Projects, & are committed to ISO Certificate 27001: 2013 Information Technology, Security Techniques, Information Security Management Systems Standard.**

**For best advice visit The Information Commissioner’s Office guide on;** [**https://ico.org.uk/for-organisations/guide-to-data-protection/principle-5-retention/**](https://ico.org.uk/for-organisations/guide-to-data-protection/principle-5-retention/)

**Weeding out confidential data that is no longer relevant from archives & on electronic storage is not only a good business practice, but is also a Legal requirement.**

