



Information destruction **security waste - audit**

Assessing the risk to your company

1. Have you completed a risk assessment on your data? Yes No

2. Are data records disposed of separately from your general waste? Yes No

3. Do you understand, the regulations of disposing data under the Data Protection Act 2018 and European GDPR rules? Yes No

4. Are you aware of the responsibilities you have as a Data Controller? Yes No

5. Have you drawn up information destruction procedures and are you satisfied that they are being carried out? Yes No

6. Are you aware of the European Standard for information destruction BS EN 15713? Yes No

7. Do you use a contractor who is certified to ISO 9001 or ISO 27001 and who is also compliant with BS EN 15713? Yes No

8. Does your contractor provide a certificate of destruction? Yes No

9. Are both your confidential paper and media materials destroyed securely and recycled compliantly in line with legislation? Yes No

10. Does your contractor provide a written agreement prior to commencing work? Yes No

Are you satisfied with your answers?

If you have answered no to one or more of these questions, you should consider reviewing your shredding and recycling procedures.

To help you comply with all aspects of the above, please visit the BSA website and/or contact a member company at www.bsia.co.uk/id-members.

What to look for in a reputable shredding and recycling contractor?

European Shredding Standard BS EN 15713

British Security Industry Association (BSIA) Information Destruction companies comply with European Standard BS EN 15713. The standard means that you can have complete confidence in your contractor and is an excellent benchmark for customer service. The standard is incorporated in members' ISO 9001 quality system which is inspected by a UKAS accredited certification body, guaranteeing secure service.

For more information visit www.bsia.co.uk/information-destruction

Data Protection Act 2018

An approved contractor must be well versed in the Data Protection Act (DPA) 2018, and understand that under the Act – Article 59(5), a written contract must be in place between the Data Controller (customer) and Data Processor (shredding contractor).

For more information visit www.ico.org.uk

GDPR

The UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018 applies to most UK businesses and organisations. It explains each of the data protection principles, rights, and obligations and summarises the key points you need to know, answers frequently asked questions and contains practical checklists to help you comply. The ICO Guide to Data Protection is intended for DPOs and others who have day-to-day responsibility for data protection.

For more information visit www.ico.org.uk/for-organisations/guide-to-data-protection/

Personal and corporate identity theft

Your identity is a valuable commodity – you need it to function in everyday life. You need evidence of who you are to open bank accounts, obtain credit cards, finance, loans, and mortgages, obtain goods or services, or claim benefits. CIFAS, the UK Fraud Prevention Service reported in June 2020 that, the level of identity fraud has risen by 32% over the previous 4 years and the National Crime Agency figures show that in 2017 identity theft cost the British economy in excess of £190 billion. By using a professional information destruction company you can reduce the risk of your business and your customers falling victim to identity theft.

For more information visit www.identitytheft.org.uk

Recycling

Environmental issues are affecting the way we conduct our home life, as well as our obligations at work. All BSIA approved contractors shred and recycle the confidential material they destroy on your behalf, with paper material being recycled back into different types of writing and tissue paper.

For more information visit www.paper.org.uk/information

Financial stability

You can be assured that all BSIA companies are financially stable as the BSIA checks financial records before admitting a company into membership. You can review contractors' financial credentials via Companies House and review the list of disqualified directors at the same time!

For more information visit www.gov.uk/government/organisations/companies-house

"By using an approved shredding and recycling contractor, customers can rest assured that their confidential material is dealt with securely and in an environmentally-friendly manner."

BSIA Information Destruction Section Chairman

About the BSIA

The British Security Industry Association (BSIA) is the trade association representing over 70% of the UK's private security industry. Its membership includes companies specialising in all sectors of security. For security buyers, BSIA membership is an assurance of quality, with all member companies required to adhere to strict quality standards.

This document was created by the technical groups and committees of the British Security Industry Association (BSIA). The technical groups and committees encourage debate on new developments and concerns within the security industry. In doing so it seeks to ensure that all stakeholder interests are represented including security companies, users, the police, inspectorates and insurers.

As a security company, BSIA membership will raise your company profile and ensure that your business is at the heart of influencing the future of the security industry. You will become part of a unique group of high quality and professional companies which are well-respected and well-represented to government, end users, specifiers, standards and legislative bodies. For more information contact the BSIA.

The information contained in this document was correct at the time of publication, however if you are relying on the information contained in this document for contractual purposes, you should check that the information remains correct.

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