

**Code of Practice
for the
Secure Destruction of
Confidential Material**

Issue 4

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Introduction

This code of practice aims to provide assistance and guidance for companies and users involved in the collection and destruction of confidential materials, in accordance with the Data Protection Act 1998 (DPA).

1. Scope

This code of practice gives recommendations for the management and control of the collection and transportation of confidential materials to ensure that such materials are disposed of securely and safely. The recommendations apply to a company's main business premises and any holding or hub sites.

2. Normative references

The following normative documents contain provisions that, through reference to this text, constitute provisions of this code of practice.

- BS4737: Part 1 - Code of practice for the installation of intruder alarm systems
- BS EN 50131-1 – Code of practice for Alarm systems – Intrusion systems – General requirements
- BS5979 – Code of practice for Receiving signals from Security systems
- BS7858 – Code of practice for security screening of personnel employed in a security environment
- ISO 9001:2000 – Quality management
- ISO 14001 – Environmental management system specification standard
- Data Protection Act 1998

3. Definitions

For the purposes of this code of practice the definitions listed below apply:

3.1 company

organisation providing contracted services for the destruction of secure material.

3.2 owner / client

owner of secure material who retains a company to provide services in accordance with an agreed contract.

3.3 holding or hub site

secure non-shredding site, for the retention of material prior to the transportation to the business premises.

3.4 shredding

slice, cut, chop or tear by mechanical means, to a regulated size.

3.5 disintegration

fragment, grind or chop, by mechanical means, to a regulated size, less than what is achievable by means of shredding.

4 Company organisation

4.1 Structure and principals

The company should be registered under the Data Protection Act 1998.

4.2 Premises

4.2.1 Facilities

- a. The company should have an administrative office and/or operational centre where records, professional and business documents, certificates, correspondence, files etc., necessary for conducting business transactions should be kept.
- b. The premises should be isolated from other business or activities on the same site.

4.2.2. Security of premises

- a. An approved intruder alarm system conforming to BS4737: Part 1 or BS EN 50131-1 and monitored by an approved alarm receiving centre conforming to BS5979 should be installed in the premises. As a minimum the system should cover the processing, storage and office areas. Or guarded on a 24hr basis by a UKAS approved and inspected guarding company.
- b. A CCTV system with recording facilities should be installed to monitor the unloading, storage and processing areas.
- c. Authorised entry to operational areas by visitors should be carefully controlled. Non-authorised persons should be denied access to operational areas.
- d. The security of business premises should be independently audited on an annual basis, as part of the company's ISO 9001:2000 procedures, with or without prior notification,

4.3 Holding or hub sites

Holding or hub sites used for the storage of customer's material prior to destruction should conform to the requirements of this code of practice.

With the exception of CCTV 4.4.2.b

5. Contracts

A written contract covering all transactions should exist between the client and the company under DPA principle 7.

6. Sub-contracting

- a. Sub-contracted work should only be allocated to a company operating to the requirements of ISO 9001:2000 and incorporating this BSIA Code of Practice.
- b. In every case the client should be informed that a sub-contractor is being used to securely destroy documents.

7. Security screening of personnel

- a. All staff should be security screened in accordance with BS 7858. The screening requirements apply equally to all full time and part time staff.
- b. Prior to employment all employees should sign a Deed of Confidentiality.

8. Collection of material

- a. Material to be collected should be secure from the point of collection to unloading at the destruction site.
- b. Where possible, material collected should be stored in containers secured by an individually numbered seal or security lock.

9. Retention of material

The confidential destruction of material should take place within 24 working hours from the time of collection from the client, excepting "Force Majeure".

10. Conveyance of material

10.1 Offsite shredding - Vehicles should:

- a. be either box bodied or have a secure demountable container. Where a curtain side vehicle is used, material should be transported within suitably sealed secure containers.
- b. be fitted with lockable or sealable doors
- c. be able to communicate with the home base by radio or telephone
- d. be fitted with an electro-mechanical immobiliser or alarm system
- e. be closed and sealed during transit.
- f. be immobilised or alarmed when left unattended.

10.2 Onsite shredding

Unprocessed material should not be removed from the client's site and Vehicles should:

- a. be box bodied
- b. be fitted with lockable and sealable doors
- c. be able to communicate with the home base by radio or telephone
- d. not be left unattended with unprocessed material is onboard

11. Product specific shred sizes

- a. At Annex A, Table 1 shows the comparative shred sizes to be used for the category of materials listed in clause 12.
- b. An audit of the shred size should be carried out during the annual independent inspection or as part of the company's ISO 9000 procedures.

12. Categories of materials

Materials are categorised by means of a letter as follows:

- A = Paper, plans, documents, drawings etc.
- B = SIM cards and negatives
- C = Video/Audio tapes, diskettes, cassettes, film
- D = Computers, hard drives, component and other hardware
- E = ID cards, CD's
- F = Counterfeit goods, printing plates, microfiche, credit and store cards and other products.
- G = Clothing and uniforms
- H = X-rays and overhead projector slides

13. Approved methods of destruction

The approved methods of destruction are:

- a. Shredding
- b. Disintegration

Wherever possible post-shredded material should be managed in accordance with ISO 14001

ANNEX A

Table 1. Product Specific Shred Sizes

Shred N°	Maximum Cutting Width	Maximum Area mm ²	Approved Method of Destruction	Product Categories							
				√ = Acceptable				_ Unsuitable for product			
				A	B	C	D	E	F	G	H
1	25mm	Unspecified	Shred		—			—	Client and product specific		
2	22mm	6600	Shred		—			—			
3	60mm	3600	Shred		—			—			
4	12mm	2000	Shred		—			—			
5	6mm	800	Shred or Disintegrate		—						
6	4mm	320	Shred or Disintegrate		—						
7	2mm	30	Disintegrate								
8	0.8mm	10	Disintegrate								