GOVERNANCE SERVICES

CONFIDENTIAL WASTE DISPOSAL CONSOLES

GUIDANCE NOTE & FREQUENTLY ASKED QUESTIONS

The University provides confidential waste disposal consoles which will enable members of staff to dispose of records and information which are no longer required for business or legal purposes. If you need to dispose of documents containing confidential and/or personal information please use these consoles.

Never place confidential and/or personal information into the normal paper recycling containers which the University provides in addition to the confidential waste disposal consoles

The consoles are for paper waste only. Placing non-paper items such as CDs within the consoles can cause the load to be contaminated and prevent the paper from being recycled.

The consoles are designed to look like a piece of office furniture. Please do not place any items, such as plants, on top of the consoles as this could potentially contaminate the contents of the console. The consoles are locked to ensure that the contents remain secure between collections.

The confidential waste disposal consoles should remain in their given locations and should not be moved without prior approval by Facilities Services. Moving the consoles independently will affect the contractor's ability to collect items for shredding.

For further information please refer to the University guidance note on the safe disposal of confidential waste available at:
http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/DestructionofPersonalData.aspx#Disposal Confidential Waste

Records management guidance on the retention of records is available from the staff intranet at:
http://staff.napier.ac.uk/services/secretary/governance/records/Pages/default.aspx

If members of staff have specific queries on records retention please contact Governance Services

FREQUENTLY ASKED QUESTIONS

1. What can I put in the console?

Staff can place **envelopes, carbon paper, confidential papers, glossy paper, letterheads, brochures, prospectuses, magazines, newspapers, office papers and thin cardboard** into the consoles.
The consoles are designed for day-to-day paper waste as well as commercially sensitive and confidential records. All items placed into the console will be securely shredded.

2. What can I *not* put into the console?

Staff should not place, **CD's, USB sticks, video or audio cassettes, ring-binders, thick cardboard packaging, plastic folder and wallets or cellophane wrapping,** into the consoles.
If you have a requirement to dispose of large quantities of CD's or other special media please contact Facilities Services who will be able to arrange for a dedicated console to be available for this type of material.

3. How do the consoles operate?

The consoles contain the paper waste in a large blue sack and will remain there until Shred-it (approved contractor) comes to collect the paper where it will then be shredded on University premises. The opening at the top of the console is designed so that once an item is placed in the console it cannot be retrieved. It is important that paper is placed in the console as flat as possible. Placing crumpled paper into the console can cause it to become blocked and prevent it from being used even though it may be empty.

4. How frequently will the consoles be emptied?

Collection may be weekly, fortnightly or monthly dependant on location and use. If your console is full please contact the Facilities Helpdesk who will arrange for the console to be emptied
If your department is holding a records destruction day is it important that the console is emptied shortly after the destruction event otherwise the bin will become full and staff will not be able to deposit paper for shredding. Please contact Governance Services for further information on destruction days.

5. Why can't we have one console per room?

Whilst the University endeavours to have as many consoles as possible available we are charged per console collection. The more consoles we have the more it costs the University. The University therefore cannot afford to accommodate consoles for each individual room.

6. Where does the paper go and will it be recycled?

Once paper is placed within the console it can only be retrieved in exceptional circumstances. The consoles are locked and keys are held centrally by Facilities Services. The consoles are emptied by an employee from Shred-it who takes the paper to a mobile shredding vehicle on University premises. All paper collected through the console system will be shredded on site and a certificate of destruction produced. The shredded paper is then pulped and turned into new paper products.

7. Can I still use confidential waste bags?

No. The bags for confidential waste are no longer required. All confidential paper can be placed within the consoles. Similarly shredding will no longer be necessary. If you have concerns about Data Protection please contact Governance Services tel: 0131 455 6359 or email: dataprotection@napier.ac.uk.

8. Who is Shred-it?

Shred-it was founded in 1988 and is wholly owned by Securit which provides records management and document management solutions for both the private and public sector. Shred-it (East of Scotland) Ltd services the University. More information on Shred-it is available at: http://www.shredit.co.uk/

9. Who should I contact if there is a problem with the console?

Please contact the Facilities Services helpdesk on ext 5000.