

## **RME Services Ltd**

### **Disposal of Sensitive Hard Copy Policy**

The purpose of this document is to inform staff working for, or on behalf of RME Services Ltd of their responsibilities with regards to the handling and disposal of confidential waste and how RME Services Ltd will enable these to be met.

The term 'confidential' is used in this policy to cover all information that has a protective security requirement. This will include personal information, sensitive personal information, information obtained under a duty of confidence, commercially sensitive information, and information with restricted distribution or time limited distribution.

All staff are responsible for ensuring that confidential information is disposed of securely using the following instructions:

- Confidential waste must be kept secure and protected against accidental loss, damage or unauthorised access, up until its final destruction.
- Place documents in the white security bags situated in RME's offices.
- The bags must not be opened prior to destruction. Hand sorting of the waste for recycling or for any other purpose is unacceptable practice.
- Shredding is an acceptable method of total destruction of confidential information when not making use of the white security bags.

### **Responsibilities and Accountabilities**

Compliance with this policy is mandatory for all staff working for or on behalf of RME Services Ltd. Line managers will ensure compliance within their sphere of responsibilities and control.



Trevor Roberts  
Managing Director

19th August 2024