

Swansea University

Waste Management Guidance Note WMGN05 Confidential Waste Storage and Disposal

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Waste Management Guidance Note WMGN33 Confidential Waste Storage and Disposal	
Location Generated	All areas
EWC	20-01-01
Type	Controlled Waste
Disposal Method	Segregated for secure shredding / Recycled
Bin/ Bag Type	Blue Bag only

Duty of Care Requirements

The University has a legal duty of care under the Data Protection Act 1998, General Data Protection Regulation 2015, Protection of Freedoms Act 2012, amongst others, to ensure all confidential waste is disposed of correctly, and all records stored in accordance with all applicable legislation.

This WMGN applies to all types of confidential waste generated by all Colleges and PSUs' academic and administrative departments. This procedure does not apply to confidential records held on computer hard drives, which should be disposed of as WEEE.

The University has an established internal confidential waste collection service, with all confidential waste collected and securely stored on site, prior to collection by a contracted waste management company. All confidential waste collected is shredded, with secure destruction certification provided, and then sent for recycling.

Internal Storage Prior to Disposal

Confidential waste, except cross-shredded confidential waste, must be placed into blue bags. Do not overfill bags; bags should not weigh more than 15Kg (the weight of a standard box of A4).

Blue bags must be securely held at all times therefore bags must not be left in corridors or outside rooms unattended. Confidential waste cannot be placed into external wheelie bins.



Figure 1; Blue confidential waste bags

Confidential waste that has been cross-shredded can be placed into clear bags, which can be disposed of by cleaning staff into external recycling bins.

Disposal Instructions

Blue Bag Delivery

- To order blue bags for confidential waste a works order must be placed via the University's online [Help Desk System](#) including the number of bags required

Blue Bag Collection

- To arrange collection of blue bags a works order must be placed via the University's online [Help Desk System](#)
- Please note bags will be collected within 5 working days of submission of the works order

Disposal Cost

The disposal cost is factored into the University's waste management service provision; therefore there is no direct cost to individuals/Colleges/PSUs.

For further guidance please contact Estates-Waste@Swansea.ac.uk

What constitutes waste, and what records need to be retained?

Definition

A record is any information captured in a reproducible format; this includes any paper, book, photograph, microfilm, map, drawing, artefact, chart, magnetic tape, disk or optical disk, or any form of electronic storage medium which provides evidence of the University functions, activities and transactions.

(a) Confidential records - general

Only a small proportion of records produced, created and held in the University will be deemed to be confidential in nature; most will be dealing with financial or personal matters (e.g. detailing staff or student information). It is important to remember that any record produced by the University, which is not already within the public domain, and contains information on identifiable individuals, should always be treated as confidential. This is to ensure that the University complies with the terms of the Data Protection Act 1998 and General Data Protection Regulations 2015.

Any record, produced by staff employed at the University, which is not already within the public domain, and which contains commercially sensitive information, should also be treated as confidential.

The format of a record has absolutely nothing to do with whether it is confidential or not. Emails are just as likely to contain confidential information as formal letters do.

(b) What is not confidential?

Generally any record or copy of a record that is already in the public domain e.g. placed in the library this includes:

- Blank examination papers (post exam)
- Charters [archive interest]
- Course guides and outlines [archive interest]
- Data which has been wholly anonymised
- Internet websites
- Regulations
- Published directories
- Magazines
- Mission statements [archive interest]
- Newspapers
- Press releases [archive interest]
- Presentation materials
- Prospectuses
- Publicity material
- Published circulars
- Published minutes
- Published reports
- Published surveys

- Statutes
- Theses (accepted)
- Timetables

(c) What is confidential?

- (i) Any record which contains personal information about a living individual; for example;
- Accident books and records
 - Admissions records
 - Questionnaire or other data collected under an understanding of confidentiality.
 - Correspondence or other documents that reveal the contact details or any financial details of a named living individual.
 - Correspondence or other documents which reveal personal details or pass comments on a named living person.
 - Grant applications
 - Income tax and National Insurance returns
 - Health records
 - Interview notes
 - Job applications
 - Maternity pay records
 - Medical records
 - Redundancy records
 - Sick pay records
 - Staff personnel records
 - Staff or student discipline or appeal records
 - Student records
 - Wages and salary records
- (ii) Any record which, if made public before a certain period, may breach commercial confidentiality. This is likely to include:
- Any record which may breach intellectual property rights e.g. unpublished research material, drafts and manuscripts.
 - Contracts
 - Insurance records
 - Maintenance records
 - Purchasing records
 - Tenders
 - Unpublished accounting records