STANDARD OPERATING PROCEDURE
Do not Photocopy

Document Information Classification: Unrestricted

Title:	**Disposal of Sensitive Documents**
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1. Purpose

Media should be disposed of securely when no longer required, using formal procedures. These procedures should minimize the risk of confidential information leakage to unauthorized persons and should be proportional to the sensitivity of that information.

Failure to securely dispose of media containing restricted information may result in significant damage to the reputation of CHI and The University of Manchester.

This documents defines the process for the secure disposal of media.

2. Scope

This procedure covers the disposal of any media containing documents that are classified as restricted or highly restricted (see ISMS-07-04 Information Security Classification)

Documents held on paper or electronic media are in scope.

Disposal of hardware is not in scope and is covered in SOP-05-02 Return, Re-use and Disposal of TRE Assets.

3. Responsibilities

All TRE users and staff are responsible for:

- Ensuring any documents in their possession are handled in accordance with this procedure

4. Procedure

4.1. Documented information retention schedule

The University of Manchester provides guidance on how long documents should be retained for legal and regulatory purposes. A table detailing the requirements can be found at: UoM Records Retention Schedule

4.2. Paper

There are special bins across campus for disposal of restricted or highly restricted documents. Bin contents are collected and securely disposed of by a private company. There is such a bin in the ground floor of Jean MacFarlane (across the lobby from the CHI offices).

Where one of these confidential waste bins is not available papers must be destroyed using an in-house shredder (DIN 4/P-4 security level from the DIN 32757-1 standard). If a paper document has been altered, for example with signature(s) on, it must be retained as per the retention schedule and may need to be referred to archiving as indicated. Documents shredded by the method above are no longer classed as restricted and can be placed in the blue paper recycling bags provided in each office. Note: The REXEL RLX20 located in the Project Office in Vaughan House is compliant with P-4 shredding.

Documents classified as Public or Internal may be disposed of in the appropriate recycling bin. However, if you are unsure about the classification you should treat it as though it is restricted.

4.3. Electronic documents

The standard method of deleting a data file may still leave its contents recoverable, for example, from backups. This is helpful if a mistake has been made, however, it is insecure if the intention is to prevent anyone else being able to "un-delete" and read the file. For data only stored within the TRE this standard approach to file deletion is acceptable.

4.4. Other Media

CDs, DVDs, floppy disks, videos and USB drives should be erased and destroyed. They can be disposed of by contacting IT Services. Information is available at: UoM - Confidential Waste

5. Cross-referenced ISMS Documents

Number	Type	Title
ISMS-07-04	ISMS\Policy & Guidance\Information Governance - policy & guidance	Information Security Classification
SOP-05-02	ISMS\SOP\Asset and Supplier Management - SOP	Return, Re-use and Disposal of TRE Assets
ISMS-03-02	ISMS\Policy & Guidance\TRE Operations - policy & guidance	TRE User Clear Screen and Desk Policy

6. Appendices

None