

DISPOSAL OF CONFIDENTIAL WASTE POLICY

Knowlton & Newman Ltd has legal obligations and procedures associated with the management and disposal of confidential waste.

Definitions:

Waste that needs to be disposed of as confidential falls into one of three categories:

Records containing personal information.

Examples of which are:

- Data collected under an understanding of confidentiality.
- Documents that reveal the contact details of or any financial details of a named individual.
- Documents which reveal personal details of a named individual.
- Staff personnel records – this includes sick pay records; maternity pay records; wages records; medical records; redundancy records; interview notes; disciplinary and grievance notes.
- Accident books and records.

Records containing commercially sensitive information.

Examples of which are:

- Contracts.
- Tender information.
- Minutes of any internal or external meetings.
- Unpublished accounting records.
- Records of Suppliers and Customer details.
- Insurance records.

Records containing intellectual property rights.

Examples of which are:

- Technical drawings or designs.
- Quality documentation.

Confidential information can be stored on a variety of media – on paper, electronically on hard drives, computer disks and storage devices such as memory sticks. Irrespective of how the information is held confidential waste must be disposed of securely.

Knowlton & Newman has a confidential waste bin in each Branch kept in the main office areas. Please always use this to dispose of confidential waste paper.

If you have electronically held Confidential waste please contact Simon Adams who will liaise with Balanced Solutions as to the most secure and environmentally friendly way of disposing of it.

Signed: A handwritten signature in black ink, appearing to be 'RC Knowlton', written over a horizontal line.

Name: R C Knowlton

Position: Managing Director.

Date: 11th December 2020