

The background features a white page with several overlapping blue circles of varying sizes and shades (light blue, medium blue, dark blue). Thin blue lines intersect to form a triangular shape on the right side of the page.

CONFIDENTIAL WASTE DISPOSAL POLICY



**Reviewed and Adopted
October 2017**



Confidential Waste Disposal Policy

Compliance with this **policy** is mandatory for all staff working for or on behalf of the Al-Hasaniya Moroccan Women's Projects Ltd, volunteers and trustees included. They are responsible for being aware of, and complying with, the disposal of **confidential waste** procedures, in use in the locality in which they work; known as the Al-Hasaniya Moroccan Women's centre.

The Centre manager has overall responsibility for ensuring staff dispose of confidential waste according to the guidelines detailed within this policy and procedure.

Introduction:

It is important to be diligent and careful when getting rid of confidential information as it can lead to information being leaked. This is a breach of the Data Protection Act 1998 that can lead to disciplinary action.

Mistakes can easily happen when throwing away notes, photocopies and printed copies. Any papers to be disposed of should be carefully checked for personal and financial data.

Destroying information earlier than necessary may also be a breach of the law so it is important that you bear in mind the retention periods before destroying any records, as approved by the Management Committee.

It is important that all staff do adhere to the following guidelines when disposing of confidential information pertaining to financial matters of the organisation and/or indeed to client's files/case notes:

- Check any paper waste that you throw away - anything that contains personal or sensitive information must be treated as confidential waste.
- The centre has an orange confidential waste bin or a shredder for you to place confidential waste in.
- Do not leave confidential waste bagged up in public areas.
- Sensitive or personal information kept on USBs, DVDs, CDs, laptops and PCs must be destroyed by the nominated company and as approved by the manager on behalf of the board of Management, when no longer required.



- When specialist disposal* is required, items for disposal must only be passed to reputable companies that we have formal contractual agreements with.
- **Specialist disposal in this instance come in two distinguished parts:**

According to companies' house and charities commission all financial records are to be disposed of, no earlier than 6 years from the end of the financial year in which the transaction was made.

http://www.cfg.org.uk/~media/Document%20library/01%20Accounting/04%20Audit/Retention_of_Accounting_Records_update_0911EFIS0001.ashx

- **Part I**

Financial matters:

- Payments cash book or record of payments made
- Purchase ledger
- Invoice – revenue
- Petty cash records
- Audited accounts

- **Part II**

Client casework and confidential documents:

- Third parties correspondence
- Confidential data
- Medical records
- Worker's notes
- Any other related material on file



The centre manager on behalf of the management committee members of Al-Hasaniya MWP Ltd shall have the responsibility of disposing of all confidential waste in strict accordance with the above policy as agreed by the board of trustees.



**Date of Management Committee Meeting when policy was reviewed:
October 2017**

**Name of Management Committee Member:
Fatima Mourad**