

What is Confidential Waste?

(1) Any record* which details personal information

What is personal information?

- Relates to and identifies a living person
- Could help someone identify a person when used with other information
- Is an expression of opinion about an individual
- Indicates our intentions towards an individual

Such as: Name, Address, Date of Birth, Email, Phone numbers, Location data, IP addresses

(2) Any record* which details sensitive personal information

What is sensitive personal information?

- Racial and/or Ethnic Origin
- Political Opinions
- Religious Beliefs (or other beliefs of a similar nature)
- Trade Union membership
- Biometric Information e.g. Photos
- Mental or Physical Health condition
- Sexual life and Orientation
- Criminal Records (actual or suspected)

Such as: Safeguarding, Accident/First Aid, Equalities information, Legal records

(3) Any record* which details business/commercially sensitive information

What is business/commercially sensitive information?

- Information which [INSERT YOUR ORG] would be affected by any loss of, or unauthorised access to.

Such as: Contracts, opinions on service delivery, tender information.

If you have any doubt then please treat the information as confidential

* A Record can be in many formats – e.g. Paper, Post-it notes, Disks, CDs, Tapes, Posters

