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Important regarding Confidential Waste - please pass to your Business Manager

When is waste confidential & when is it not?

Read our bitesize information guide.



Under law confidential information must be treated differently if you want to dispose of it.

So how do you identify what is confidential & what is not once ready for disposal?

Here is a quick guide:

#1 Remember a record can be in many formats:

In addition to digital formats it might be on Paper, Post-it notes, CDs, Tapes or Posters – they all count.

#2 Understand any record which details personal information must be treated as confidential.

It's personal if:

- It relates to and identifies a living person.
- It could help someone identify a person when used with other information.
- It is an expression of opinion about an individual.
- It indicates intentions towards an individual.

#3 Know in particular any record which details *sensitive* personal information is confidential.

Its sensitive if it relates to:

- 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).
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#4 Finally any record which details business/commercially sensitive information is also confidential.

It meets this criterion if:

- It is information which an organization would be affected by any loss of, or unauthorised access to.
- It is something like a contract, opinion on service delivery or tender information.

If you have any doubt then you had better treat the information as Confidential. Better to be safe than sorry!

Records which **aren't** confidential can be disposed of through **standard** means.
Records which **are** confidential have to be disposed of **securely**.

Still scratching your head & maybe even **swamped** with records of different kinds?

We have a specialist **Records Management Service**. You can check out:
<https://onewest.co.uk/records-management/>

Feel free to drop **Steve Debruin** a line for a chat about if we can help. You can get him via Steve_Debruin@bathnes.gov.uk

Take care, stay safe as the Pandemic eases and if you need help let us know.

Thanks

The One West Team

NB – for those customers who subscribe to our **Members Area** don't forget to check it out regularly – our team is always **updating** the information there to make sure it is **current & useful**.

You can get to it via this link: <https://onewest.co.uk/my-account/members-area/>
. Don't forget you will need your **password** handy.



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One_West@bathnes.gov.uk

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