



Please pass to your Business Manager

**Management of Disposal of Records
What is confidential & what is not?**



4 tips to help you decide

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.
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- Sexual life and Orientation.
- Criminal Records (actual or suspected).

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

It meets this criterion if:

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

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/>

One West is working with over **450** organisations throughout the South of England offering Specialist Professional Services. You can check us out via www.One_West.co.uk

If interested & you want to talk to us about any of our services you can ring on **01225 395959** or contact, Steve_Debruin@bathnes.gov.uk

You can also see what we do via www.onewest.co.uk

It would be great to hear from you.

The One West team



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Our mailing address is:

One_West@bathnes.gov.uk

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