**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.*

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| **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 etc.