SECURE AND CONFIDENTIAL DATA DESTRUCTION SERVICE

A contract will be established that will meet all legal and regulatory requirements for secure confidential disposal of assets. Contracts will include the safe destruction and disposal of electronic storage devices and media.

A scheduled collection (for locations producing confidential waste on a regular basis) or a reasonably frequent ‘on-demand’ collection will be established.

**Authorised Service Provider**

A security risk assessment and audit will be performed by eHealth on companies that can conform with WEEE guidelines, before establishment of a data processing agreement permitting them to be contracted by NHS Lothian for disposal.

**Contract Scope**

There should also be provision under the contract for the secure destruction of CDs, DVDs and telephone SIM cards, the materials from which are also recycled.

Additionally, the supplier has provided evidence of a service capable of securely shredding audiotape, videotape, data tapes, and microfiche to appropriate industry standard for the content of the media.

Certificates of destruction recording the originating location and type of data destroyed to be provided to NHS Lothian prior to removal of equipment or media.