



Responsibility: *Coordinating Superintendent, Business Services & Treasurer of the Board*

Legal References: *Municipal Freedom of Information & Protection of Privacy Act*

Related References:

Revisions: *June 2016, November 2019*

Reviewed:

1. Preamble

- 1.1 The following procedure outlines guidelines and expectations with regards to the use of the shredding box.

2. Procedures

- 2.1 The Waterloo Region District School Board (WRDSB) offers shredding services for the destruction of CONFIDENTIAL information and materials ONLY.
- 2.2 Each school has been provided with locked consoles to secure confidential information and materials destined for shredding. This service is not designed for public information, which should be recycled through regular recycling pick up.
- 2.3 Shredding consoles are scheduled to be emptied by the approved vendor on a monthly basis. The next scheduled date for pickup can be found at the bottom of your most recent certificate of destruction. If you experience any delays or missed pickups you can email procurement-forms@wrdsb.ca or call the Distribution Centre at ext. 4452 or 4489 for assistance.
- 2.4 Large grey totes can be delivered for mass purging of confidential information. In order to request empty totes, or the removal of full totes, a courier request form must be submitted online to Distribution.