



Responsibility: Superintendent, Business Services & Treasurer of the Board

Legal References: [Municipal Freedom of Information & Protection of Privacy Act](#)

Related References:

Revisions: June 2016, November 2019, September 2024

Reviewed:

1. Preamble

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

2. Procedures

- 2.1 The Waterloo Region District School Board (WRDSB) offers shredding services for the destruction of CONFIDENTIAL WRDSB information and materials ONLY.
- 2.2 Each school and the Education Centre have been provided with locked consoles to secure confidential WRDSB information and materials destined for shredding; this service is not to be used for personal documentation. Generic information (paper), should be recycled through regular recycling pick up.
- 2.3 Shredding consoles are scheduled to be emptied by the approved vendor on a four week rotational basis. The next scheduled date for pickup can be found at the bottom of the most recent certificate of destruction. If you experience any delays or missed pickups you can email procurement-distribution@wrdsb.ca
- 2.4 An additional 10 boxes (maximum) can be included in each pickup per school/site location. The boxes must be the size of a copy-paper box or bankers box (or smaller) and must be clearly marked "Shredding". Please place boxes directly beside the shredding console for the service driver to take. Please ensure these boxes are secured until your scheduled pickup day.
- 2.5 Large grey totes can be delivered for mass purging of confidential WRDSB information. There is a cost for this service and will require a budget code for booking. For pricing or to book this service, please email procurement-distribution@wrdsb.ca.
- 2.6 Items in the shredding consoles are considered private and confidential. If information needs to be retrieved from the console an email should be sent to the Manager of Procurement and/or the FOI, Privacy and Information Management Officer. Please note, it may take up to 72 hours for a response.