



## DATA DISPOSAL POLICY

My Sunshine Day Nursery & Pre-School recognises that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.

All data held in any form of media (paper or electronic) shall only be passed to a disposal partner with demonstrable competence in providing secure disposal services.

All data shall be destroyed or eradicated to agreed levels meeting recognised national standards, with confirmation at completion of the disposal process.

Disposal of IT assets holding data shall be in compliance with ICO guidance: <https://ico.org.uk/media/for-organisations/documents/1570/it-asset-disposal-for-organisations.pdf>

My Sunshine Day Nursery & Pre-School has identified a qualified source for disposal of IT assets and other data records. For paper records we also use an independent shredding company called "Shred-It" to dispose of sensitive data that is no longer required.

This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff	Date for next Policy review
21 May 2018		21 May 2018	1 June 2019