



BS 15713

Securely manage and control the collection and disposal of sensitive and confidential material



What is BS 15713?

BS 15713 is a European Standard designed to give organisations the framework they need to protect their information and safely and securely destroy it.

Information and data are key to an organisation's success, and increasingly strict laws and regulations governing its collection, storage and disposal mean that businesses need to have the right processes in place to keep their reputation intact when it comes to controlling confidential or sensitive material.

This is where this Standard comes in. It contains a set of guidelines that detail industry best practice, covering every step from the gathering of information to its destruction or disposal. This can include information stored in paper records, computer media, magnetic tape or even product prototypes, and the Standard is designed to apply to both the main business premises as well as any holding sites.

With its strong focus on customer satisfaction and document management, BS 15713 is designed to work within an ISO 9001 (quality management) framework. As a result, it should be implemented into a pre-existing quality management system or alongside it.

What are the benefits of BS 15713?

Proving that your organisation is committed to security and has a robust framework of processes that protect information such as customer details, employee records and financial information can give your organisation the following benefits:



- ✓ Minimise the security risk: ensure the safe and secure destruction of material for a reduced risk to your organisation.
- ✓ Enhance customer confidence: reassure your customers that you are committed to confidentiality.
- ✓ Meet your legal obligations: reduce the risk of fines from data protection regulators.
- ✓ Improve your reputation: raise your organisation's profile by giving customers, stakeholders and other key parties confidence in your processes of storage and disposal.
- ✓ Ensure recycling where possible: integrate the recycling of relevant materials into your disposal process for greater social credit and environmental consciousness.

What are the key principles of BS 15713?

To meet the best practice requirements of BS 15713, you will need to consider the following:



Contracts and audit trail

- Are written contracts signed and agreed by clients?
- How will you ensure that subcontractors will follow your requirements?



Collection, transport and storage

- How should the material be stored?
- How should it be collected?
- What vehicles will be required and how will they be secured?
- What security processes need to be in place for staff?
- What security does your premises and any holding areas need?



Categorisation

- How should materials be categorised?
- How should each category be collected, stored and disposed of?



Disposal

- What processes do you need to safely dispose of confidential material?
- What is the timeframe for the safe destruction of material?
- Where will disposal take place?
- Can any of the material be recycled?

How do I get a BS 15713 certification?

To get a BS 15713 certification, get in touch with us and we will provide you with a bespoke quote for your organisation. Your quote will depend on if you already have ISO 9001 in place or if you need to adopt it alongside BS 15713.

If you decide to go ahead, we will visit your site to assess your current processes and how they match up to the Standard's requirements. Your consultant will write up their findings into a gap analysis report, which will highlight any changes that

need to be made. You will then have a set time to make these corrections, which will be checked during a follow-up visit. Your consultant will also write up your documented management system, which will detail all of the processes your business will need to follow to remain compliant to BS 15713.

At the follow-up visit, if the consultant is happy that you meet all of the requirements, they will recommend you for certification. This process can take as little as 30 days.

To begin working towards BS 15713, get in touch with us today.
You can call us on **0333 344 3446** or email **sales@qmsuk.com** to get a quote.