

Document and data destruction checklist

The Data Protection Act 1998

The Data Protection Act is mandatory. It is essential therefore that YOUR-COMPANY fully complies with it... not just to avoid prosecution and bad publicity, but to demonstrate to customers that YOUR-COMPANY operates with due diligence and responsibility. Also bear in mind that a breach of the act can lead to claims for compensation.

Step 1

By completing this checklist you can demonstrate that you have considered the possible sources of confidential data in your business

Step 2

Once you have completed the list you should evaluate the risk of data falling into the wrong hands

Step 3

You should estimate the impact, if the risk was to materialise, that the event might have on your staff, customers, suppliers or business

Step 4

You should take action to ensure that you have managed or reduced the risk

Further Information

Should you require any further information on our secure data services or wish to speak to one of our experienced staff contact our business development team:

LEEP Confidential
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Edinburgh EH6 5PY
T 0800 694 0158

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SECURE DATA SERVICES

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A CHANGeworks COMPANY

Document and data destruction checklist			
Data Type Description	Risk of loss (low, medium, high)	Impact (minor, serious, critical)	Proposed Action
Financial Records			
Management Accounts			
Board Papers & Minutes			
Bank Statements			
Credit Card Slips			
Payslips			
Payroll Print Outs			
Proposals and Quotations			
Sales Presentations			
Contracts and Agreements			
Lease Documents			
Legal Agreements			
Insurance policies			
Tax Returns			
Pension Statements			
Personnel Records			
Disciplinary Hearings			
Interview Applications & CV's			
Employee References			
Customer and Prospect Lists			

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Document and data destruction checklist			
Data Type Description	Risk of loss (low, medium, high)	Impact (minor, serious, critical)	Proposed Action
PC & Laptop Hard Drives			
Mobile Phones & SIM Cards,			
Facsimile Machines			
CD's & DVD's			
Backup Tapes			

A word version of this file is available on request.

Disclaimer: The above list should not be considered exhaustive, and is supplied for illustrative purposes and you should add to it items specific to your business and trading activities. LEEP Confidential cannot be held liable for any omissions.