



Shred All Policy 1.0 ¹

Version	1.0	Approved by	Derryck Klarkowski
		Approved date	1 March 2019
Responsible person	Executive Officer	Review date	30 January 2020

1. Introduction

A breach of the Privacy Act could damage our reputation and incur possible significant financial costs should confidential information become public. The increase in the amount of paper collected for shredding is negligible compared to the benefit of reducing the risk of incorrectly disposing of confidential information.

2. Terms

‘Paper records’ means any information, including personal information as defined in the Privacy Act 1988(Cth), that is recorded on paper or any substance with a similar function.

‘Personal information’ is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

3. Process

All paper records containing personal information, should be securely stored to prevent unauthorized access and theft.

All staff and volunteers must ensure the destruction of paper records is done in a secure and confidential manner.

Paper records must be shredded on-site.

*Shredding is a means of destroying paper records by mechanical cutting into strips or particles that results in all information being incapable of reconstruction.

4. Acknowledgements

This document is directly based with permission on the St Kilda Mums ‘Shred All Policy 1.0’, drafted by Jessica Macpherson, approval date 3 August 2017

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