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Standards

Irish Standard  
I.S. EN 15713:2009

# Secure destruction of confidential material - Code of practice

## I.S. EN 15713:2009

*Incorporating amendments/corrigenda issued since publication:*

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**EUROPEAN STANDARD**

**EN 15713**

**NORME EUROPÉENNE**

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April 2009

ICS 13.310

English Version

## Secure destruction of confidential material - Code of practice

Destruction sécurisée de documents confidentiels - Code  
d'usages

Sichere Vernichtung von vertraulichen Unterlagen -  
Verfahrensregeln

This European Standard was approved by CEN on 19 March 2009.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the CEN Management Centre or to any CEN member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the CEN Management Centre has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.



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## Contents

Page

<b>Foreword</b> .....	<b>3</b>
<b>1 Scope</b> .....	<b>4</b>
<b>2 Normative references</b> .....	<b>4</b>
<b>3 Terms and definitions</b> .....	<b>4</b>
<b>4 Company premises</b> .....	<b>5</b>
4.1 Facilities .....	5
4.2 Security .....	5
<b>5 Contracts and audit trail</b> .....	<b>5</b>
<b>6 Sub-contracting</b> .....	<b>5</b>
<b>7 Security screening of personnel</b> .....	<b>5</b>
<b>8 Collection of confidential material</b> .....	<b>6</b>
<b>9 Retention of confidential material</b> .....	<b>6</b>
<b>10 Conveyance of confidential material</b> .....	<b>6</b>
10.1 Collection vehicles.....	6
10.2 On-site destruction vehicles .....	6
<b>11 Categories of confidential material</b> .....	<b>7</b>
<b>12 End product disposal</b> .....	<b>7</b>
<b>Annex A (informative) Material specific shred and disintegration sizes</b> .....	<b>8</b>

## **Foreword**

This document (EN 15713:2009) has been prepared by Technical Committee CEN/TC 263 “Secure storage of cash, valuables and data media”, the secretariat of which is held by BSI.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by October 2009, and conflicting national standards shall be withdrawn at the latest by October 2009.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN [and/or CENELEC] shall not be held responsible for identifying any or all such patent rights.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom.

## 1 Scope

This European Standard gives recommendations for the management and control of confidential material destruction, to ensure that such material is disposed of securely and safely. The recommendations apply to a company's main business premises and any holding sites.

## 2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 50131-1, *Alarm systems – Intrusion and hold-up systems – Part 1: System requirements*

## 3 Terms and definitions

For the purposes of this European Standard, the following terms and definitions apply.

### 3.1

#### **company**

organization providing contracted services for the management and control of confidential material destruction

### 3.2

#### **client**

owner of confidential material who retains a company to provide destruction services in accordance with an agreed contract

### 3.3

#### **holding site**

non-destruction site for the secure retention of confidential material prior to the transportation to the company premises

### 3.4

#### **destruction**

reduction in size such that the material becomes, as far as is practicable, unreadable, illegible and unreconstructable

NOTE Methods of destruction include shredding and disintegration.

### 3.5

#### **shred**

reduce, by mechanical means, to a regulated size

NOTE See Annex A for material specific shred and disintegration sizes.

### 3.6

#### **disintegrate**

reduce, by mechanical means, to a regulated size less than that achievable by means of shredding

NOTE See Annex A for material specific shred and disintegration sizes.

### 3.7

#### **data processor**

any person (other than an employee of the data controller) who processes the data on behalf of the data controller

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