

Document Shredding & Disposal

Data Protection Unit (DPU)

June 2020



General Points

- 1) Alldocs is at present the only approved provider of a document shredding & disposal service across DCU.
- 2) All Units of the University (academic, support, research centres, plus the university's wholly owned Campus Companies) are encouraged to use the approved provider for their document disposal needs.
- 3) The service is initiated, obtained and managed at a unit level within DCU. Neither the Estates Office, nor the Data Protection Unit, are responsible for the management or delivery of the service.
- 4) The service is delivered through a combination of both locked & secure disposal bins located within offices across DCU plus an onsite collection and destruction service. It is up to each Unit to decide which service model best suits local needs.
- 5) Where highly confidential records are being disposed of, or where they contain sensitive or special personal data, the service provider will provide a 'Certificate of Destruction'. Units are encouraged to obtain these in such circumstances and retain them on file at a local level should a query arise at a later date.

Personal Data

Each Unit in DCU should have its own specific PDSS (Personal Data Security Schedule). The PDSS sets out basic rules regarding the use and processing of personal data, including the retention periods for the various categories of personal data held within a unit.

To obtain a copy of your unit's PDSS contact the [Data Protection Unit \(DPU\)](#) or speak to the designated [GDPR Advocate](#) for your unit.

Remember: *Personal data is information relating a living individual where that person is identified or could be identified, either from the data itself or when combined with other data.*

The DPU encourages you to use the approved service provider to dispose of documents and records in a confidential and secure manner.

Service Provider Contact Details

Alldocs
Unit 2 Jamestown Business Park
Kylemore Way
Dublin 8
Ph: 709 3999
E: info@alldocs.ie
Web: alldocs.ie
Contact Name: Derek Scully

DPU Contact Details

E: data.protection@dcu.ie
Ph: Martin Ward (Ext. 7476)
Joan O'Connell (Ext. 6466)
Noel Prior (Ext. 8706)

Resources & Assistance Available

[Data Protection Unit Webpage](#)

[Online Training in Data Protection](#)

(Log into Loop and select the '2020 Data Protection Staff' training course)

[List of 'GDPR Data Advocates'](#) across the DCU Community