

DIN EN 15713:2024-07 (E)

Secure destruction of confidential and sensitive material - Code of practice

Contents		Page
European foreword		4
1	Scope	5
2	Normative references	5
3	Terms, definitions and abbreviations	6
3.1	Terms and definitions	6
3.2	Abbreviations	9
4	Protection class	10
4.1	General	10
4.2	Determination of the protection class	10
5	Determination of security level	11
6	Increasing the security level	11
7	Destruction equipment	12
7.1	General	12
7.2	Use of destruction equipment	12
7.3	Operating instructions	12
7.4	Destruction outcome	13
7.5	Confirmation of destruction process and its completion	13
7.6	Maintenance and performance monitoring	13
7.7	Frequency of destruction equipment assessment	14
7.8	Redundancy of destruction equipment	14
8	Company destruction premises and service provider holding sites	15
8.1	General	15
8.2	Destruction premises and service provider holding site secure areas	15
8.3	Security	15
9	Controlled access to secure areas	16
9.1	General	16
9.2	Authorization for access to a secure area for company personnel	17
9.3	Accompanied access to a secure area for company personnel without appropriate training	17
9.4	Visitors and contractors (non-company personnel) access to secure area	17
9.5	Controlled access to secure area procedure for visitors and contractors (non-company personnel)	18
9.6	Secure area access level requirements for visitors and contractors (non-company personnel)	18
10	Contract	19
11	Record of process of collection through to destruction	19
11.1	General	19
11.2	Confidential and sensitive material transfer record	19
11.3	Certificate of destruction	20
12	Subcontracting	21

13	Company personnel	21
13.1	Non-disclosure agreement	21
13.2	Security clearance of personnel	21
13.3	Training of personnel	22
13.4	Control of company drivers	23
14	Collection and transport of confidential and sensitive material	23
14.1	General	23
14.2	Mobile shredding and collection vehicles	23
14.3	On site service - additional measures	24
14.4	Security containers	24
14.5	Security bags	25
15	Storage and retention of confidential and sensitive material at destruction facility	25
16	Business continuity planning and responding to security incidents	25
17	Retention of records	25
18	Categories of confidential and sensitive material	26
19	End product waste disposal	27
20	Supply chain	27
21	Information security	27
	Annex A (normative) Destruction outcomes tables	28
	Annex B (normative) Secure destruction process	35
	Bibliography	51