

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 |