

# Access to College Shredding Bins Procedure

This procedure is governed by its parent policy.  
Questions regarding this procedure are to be  
directed to the identified Procedure Administrator.

<b>Functional category</b>	Operations
<b>Parent policy</b>	Facilities Operations Policy
<b>Approval date</b>	June 9, 2023
<b>Effective date</b>	June 9, 2023
<b>Procedure owner</b>	Vice President, Administration & Chief Financial Officer
<b>Procedure administrator</b>	Director, Campus Services

## Overview

NorQuest College (college) takes appropriate measures to ensure the confidentiality of documents which are placed in secured shredding bins.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

## Procedure

The college may contract with various service vendors to provide confidential and secure paper shredding services.

- Shredding bins are to be secured with a locking device.

- Restrictions are placed on access to ensure confidentiality is maintained and access will typically not be granted to retrieve documents which have been placed in a shredding bin in error. Once a document is placed in a secured bin it shall be considered shredded.
- Access may be considered only under special circumstances, for instance if the mistakenly discarded item is an irreplaceable, critical business document or personal item such as a wedding ring.
- Requests for access are to be sent to the Director, Campus Services or acting designate.

If access is approved, access shall be supervised by the Director, Campus Services or acting designate.

Decisions related to granting of access shall be at the sole discretion of the Director, Campus Services or acting designate.

## Definitions

**Shredding Bin:** a locked storage container (stationary or mobile) placed on site by a service vendor who is contracted by the college to shred documents placed in the bin, in a confidential manner.

**Special Circumstances:** refers to situations when the Director (or a delegate), determines that it is appropriate for access to be granted to retrieve an object from a shredding bin. This may include but is not limited to the retrieval of a valuable object other than a document or the retrieval of a completed student exam.

## Related information

### NorQuest College

- [Facilities Operations Policy](#)
- [Physical Records Disposition Procedure](#)

### External

- [Freedom of Information and Protection of Privacy Act](#)

## Next review date

March 2026

## Revision history

Date	Version Number	Action
March 2018	V1	New.
August 2019	V2 (published as V1-C)	Compliance Office template & reorganization update.
May 2023	V3	Revised for definitions.