

DESTRUCTION SERVICES ASSURANCE SCHEME

INFORMATION FOR SERVICE PROVIDERS

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1 Audience

This document is intended for organisations that provide destruction services and are considering applying for membership of CPNI's assurance scheme.

2 What is CPNI's assurance scheme for destruction services?

CPNI's assurance scheme for destruction services (hereafter referred to as "the Scheme") provides CPNI's public and private sector customers, organisations forming the UK national infrastructure, with a list of secure destruction service providers that have been assessed and assured by CPNI.

Services providers voluntarily apply to join the Scheme and are regularly assessed to ensure they meet the security standards required by CPNI.

3 Why is CPNI running the Scheme?

CPNI protects UK national security by providing protective security advice, including information assurance. CPNI's customers have sensitive items and information that must be protected, including papers, digital memory devices, optical storage devices, magnetic storage devices and other equipment. Part of that protection is in securely destroying those items when they are no longer needed.

Equipment required to undertake such destruction is often prohibitively bulky or expensive for CPNI's customers to install, purchase and maintain themselves. Many of CPNI's customers wish to employ specialist providers of destruction services for this task. The Scheme enables CPNI to promote assured companies that have met the required security standard to its customers.

4 Who is eligible to apply for Scheme membership?

In order to be eligible for Scheme membership, service providers must:

- Operate destruction services within the UK
- Offer destruction services on a commercial basis
- Comply with the Standard; CPNI's standard "Secure destruction of sensitive items".

CPNI is seeking to gain maximum benefit for its CPNI's customers from its investment in the Scheme. CPNI therefore does not intend to accept applicants that:

- Have no capability of their own and intend to subcontract destruction services
- Wish to join the Scheme to supply services to a single customer
- Are seeking the benefits of CPNI branding, without intending to offer commercially competitive destruction services.

5 Does my organisation have to pay application, assessment or membership fees?

No, there are no application or membership fees or charges for assessing you. The costs of Scheme administration are met by CPNI.

6 Why should my business apply for membership?

CPNI maintains a list of assured products and services, called the Catalogue of Security Equipment (CSE). CPNI advises its customers to choose products and services from this list. Service providers that join the Scheme are listed in CSE and additionally may use the CPNI trademark to advertise their assured services.

7 How can my business apply to join the Scheme?

Applying to joining the scheme is straightforward:

1. Ensure your business processes and equipment meet the requirements of CPNI's standard. You will probably find that your business is already compliant with most of what you need.
2. Submit the necessary information:
 - o Download, complete and submit the application form available from CPNI's website
 - o Provide documents describing your processes (such as your operations manual), including the written procedures that are required by CPNI's standard (these are listed in the application form)
3. CPNI will be in contact to provide feedback and/or arrange an assessment of the relevant parts of your business
4. Once your business has been assessed to comply with CPNI's standard, you will be invited to join the Scheme.

8 Is it difficult to comply with CPNI's standard?

CPNI's standard describes what we believe our customers need to ensure that their items are securely destroyed. Take a look at the standard and you will probably be pleasantly surprised. All the requirements are sensible business practices that you are likely already doing. There are no optional extras to achieve bonus points or rankings.

9 What happens once my business joins the Scheme?

Once you have passed the assessment, your business will be listed in the CSE for customers to see and you may use the CPNI trademark to advertise your assured services. CPNI will assess you again at regular intervals to reaffirm your membership.

10 References

- Secure destruction of sensitive items – CPNI Standard
<http://www.cpn.gov.uk/documents/publications/2013/2013062-secure-destruction-sensitive-information.pdf?epslanguage=en-gb>