

DESTRUCTION SERVICES ASSURANCE SCHEME

INFORMATION FOR CPNI'S CUSTOMERS

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1 Audience

This document is intended for organisations forming part of the UK Critical National Infrastructure (CNI; CPNI's customers) that are seeking to procure secure destruction services.

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 recommend assured companies that have met the required security standard to its customers.

4 Where is the list of assured destruction services?

The list of all assured destruction service providers forms part of CPNI's Catalogue of Security Equipment (CSE), which is available from CPNI's Extranet.

5 How are destruction service providers assessed?

CPNI assesses new applicants and providers already listed in CSE against the CPNI standard "Secure destruction of sensitive items", which is published on CPNI's public website. CPNI ensures that the service providers continue to meet these standards by assessing them at regular intervals.

Assessments are conducted by CPNI staff or trusted assessors contracted by CPNI. The assessment includes:

- Reviewing the service provider's documented procedures
- Examining the service provider's equipment
- Reviewing the service provider's written records
- Interviewing the service provider's staff
- Observing the service provider's operations
- Analysing the waste output from the physical destruction processes.

CPNI meets the cost of assessing service providers and administering the Scheme; service providers are not charged fees. Service providers offering secure destruction services may be approached by CPNI or voluntarily submit an application to join the Scheme.

6 What about other similar schemes?

There are other approval schemes for destruction service providers that are administered by UK Government and commercial organisations. CPNI cannot provide assurance to its customers that other schemes assess providers to the same level as the Scheme.

A provider that is already a member of another scheme does not automatically qualify for Scheme membership, though membership of the Scheme does not prohibit service providers from joining other schemes.

7 What about my organisation's own destruction capability?

When an organisation conducts secure destruction using its own equipment and staff, CPNI recommends that its operations comply with the Standard. CPNI does not assess organisations' internal destruction capability as part of the Scheme, although customers may seek guidance from their CPNI advisor.

When an organisation requires outside assistance, CPNI recommends that services listed in the CSE are chosen.

8 References

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