

Secure destruction of confidential and sensitive material - Code of practice

EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

<p>See Eesti standard EVS-EN 15713:2023 sisaldab Euroopa standardi EN 15713:2023 ingliskeelset teksti.</p> <p>Standard on jõustunud sellekohase teate avaldamisega EVS Teatajas</p> <p>Euroopa standardimisorganisatsioonid on teinud Euroopa standardi rahvuslikele liikmetele kättesaadavaks 06.09.2023.</p> <p>Standard on kättesaadav Eesti Standardimis-ja Akrediteerimiskeskusest.</p>	<p>This Estonian standard EVS-EN 15713:2023 consists of the English text of the European standard EN 15713:2023.</p> <p>This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation and Accreditation.</p> <p>Date of Availability of the European standard is 06.09.2023.</p> <p>The standard is available from the Estonian Centre for Standardisation and Accreditation.</p>
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English Version

Secure destruction of confidential and sensitive material - Code of practice

Destruction sécurisée de documents confidentiels -
Code d'usages

Sichere Vernichtung von vertraulichen Unterlagen -
Verfahrensregeln

This European Standard was approved by CEN on 24 April 2023.

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This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

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EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

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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

European foreword

This document (EN 15713:2023) has been prepared by Technical Committee CEN/TC 263 “Secure storage of cash, valuables and data media”, the secretariat of which is held by BSI.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by March 2024, and conflicting national standards shall be withdrawn at the latest by March 2024.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN shall not be held responsible for identifying any or all such patent rights.

This document supersedes EN 15713:2009.

In comparison with the previous edition EN 15713:2009, the following technical modifications have been made:

This document has been technically revised to provide a benchmark for the appropriate processes and procedures available for any person or organization that seeks to safely destroy confidential or sensitive material when it is no longer required.

In addition, this document is also intended to be applicable to objects requiring destruction to ensure product or brand integrity.

In this context, securely destroyed means that any object or data carrier containing confidential or sensitive data is destroyed in such a way that reproduction of the information on them is either impossible or is only possible with considerable expenditure (in terms of personnel, resources and time). Destruction outcome tables are contained in Annex A (Tables A.1 to A.7).

The process criteria are specified in Table B.1 in Annex B.

Any feedback and questions on this document should be directed to the users’ national standards body. A complete listing of these bodies can be found on the CEN website.

According to the CEN-CENELEC Internal Regulations, the national standards organisations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Türkiye and the United Kingdom.

1 Scope

This document provides recommendations and requirements for the procedures, processes and performance monitoring to be implemented for the management and control of the physical destruction of confidential and sensitive material to ensure that such material is disposed of securely and safely.

This document can be referenced by anyone who processes such material on behalf of others and covers the following scenarios:

- on site - using mobile equipment at the location of use (destruction equipment is brought to the confidential or sensitive material);
- off site - transport followed by destruction using equipment at a destruction facility (the confidential or sensitive material is brought to the destruction equipment, such as used at a dedicated external facility operated by a service provider);
- use of equipment at the Data Controller's location (confidential or sensitive material and destruction equipment co-located, such as a shredder in a building occupied by a client or clients).

Destruction by erasure (e.g. crypto erasure, data overwriting, degaussing or other forms of magnetic/electronic erasure) is not covered in this document.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 50131-1¹, *Alarm systems — Intrusion and hold-up systems — Part 1: System requirements*

EN 62676-4, *Video surveillance systems for use in security applications — Part 4: Application guidelines*

ISO/IEC 21964-2:2018, *Information technology — Destruction of data carriers — Part 2: Requirements for equipment for destruction of data carriers*

EN 1627, *Pedestrian doorsets, windows, curtain walling, grilles and shutters — Burglar resistance — Requirements and classification*

EN 1628, *Pedestrian doorsets, windows, curtain walling, grilles and shutters — Burglar resistance — Test method for the determination of resistance under static loading*

EN 1629, *Pedestrian doorsets, windows, curtain walling, grilles and shutters — Burglar resistance — Test method for the determination of resistance under dynamic loading*

EN 1630, *Pedestrian doorsets, windows, curtain walling, grilles and shutters — Burglar resistance — Test method for the determination of resistance to manual burglary attempts*

¹ As impacted by EN 50131-1:2006/A1:2009, EN 50131-1:2006/A2:2017 and EN 50131-1:2006/A3:2020.