



Face Facts...

We all need to do our bit these days, and by recycling our **CONFIDENTIAL** waste we help:

Reduce waste to landfill, raw material and energy use.

Records containing the following should be treated as confidential:

- **Personal or sensitive information**
- **Records of a commercially sensitive nature**
- **Records containing intellectual property rights**

For more information email: sustainability-estates@bristol.ac.uk

Recycle your confidential paper securely by using 'Shred-it' Consoles. If needed, extra Shred-it bags can be obtained from Sustainability.

For non paper confidential waste contact Sustainability. Confidential waste must be kept secure at All times.