PURPOSE

The aim is to reduce disposal costs by really **only sending confidential material** for e**xpensive shredding**.

Since the FU Berlin generates revenue for **normal waste paper**, it is essential to dispose of waste paper and old mail without confidential content, as well as cardboard waste and other paper waste such as books, catalogues, writing paper, etc., using the **waste paper containers** available throughout the city.

Data protection material in the sense of this leaflet are **files or data carriers** which, due to their confidential content, must be **securely destroyed** in accordance with the EU General Data Protection Regulation (DSGVO), the Federal Data Protection Act (BDSG) and any supplementary guidelines of Freie Universität.

Files and data carriers disposed of using the procedure described here are destroyed in accordance with **DIN 66399 protection class 2, security level 3.**

Protec-tion class	Security level				
	1	**2**	**3**	**4**	**5**
	general papers	not particularly confidential documents	**confidential documents**	Secret Classified documents	Maximum safety requirements
1	●	●	●		
2			●	●	●
3				●	●

If the **required data protection** of the files and data carriers to be disposed of is not known or not specified, please contact your supervisor or the **data protection officer** of the FU Berlin.

Files or data carriers for which destruction with security level 4 or 5 is specified must be destroyed locally at the place of origin in accordance with the law. If this is not feasible for technical reasons, a separate request must be sent to Sonderentsorgung@FU-Berlin.de.

SPECIAL REGULATIONS

- Disposal is only carried out as required and must be registered with the Sustainability and Energy Office (Sonderentsorgung@FU-Berlin.de) using the special disposal form. Please include your name, telephone number, e-mail address, address and exact location. Disposal requests received by Thursday evening will usually be carried out on the following Tuesday.

- When the security containers are handed over or taken over, you will receive a **receipt** from the driver of the disposal company. Please **send** the **originals** of these receipts by **house mail** to the Sustainability and Energy Office, Schwendenerstr. 17, 14195 Berlin or as a scanned PDF to Sonderentsorgung@FU-Berlin.de.

GENERAL

The data protection material to be disposed of is divided into the following groups:

A.) Old files: Confidential paper and cardboard records, documents, etc.

Entire file folders filled with data protection material can also be disposed of. Two types or sizes of containers are available for disposal:

Safety bin **RB 250** with two wheels and a capacity of 240 l (approx. 30-35 complete file folders) and the following dimensions:	
Depth: 60 cm Width: 58 cm Height: 101 cm	
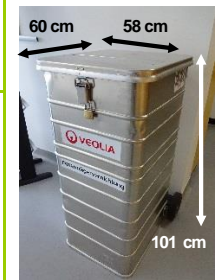
|	
Safety container **RB 500** with four wheels and a capacity of 415 l (approx. 60-85 complete file folders) and the following dimensions:	
Depth: 71 cm Width: 106 cm Height: 85 cm This container **cannot be transported over stairs**.	
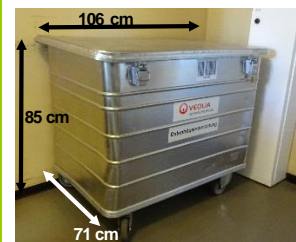
B.) Hard data carriers: hard disks, DVDs, floppy disks, memory cards, USB sticks, etc.

Disposal in safety containers **TB 70** with a capacity of 70 l and the following external dimensions:	
Depth: 40 cm Width: 40 cm Height: 56 cm	
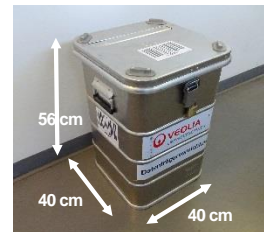
SETTING THE PERSONAL COMBINATION LOCK

All containers are supplied with four-digit combination locks that are open at the time of delivery. The setting of a personal numerical code must be carried out again for each delivery, as the **locks are reset** to "**0 0 0 0 0**" as the basic setting by the disposal company each time.

IMPORTANT NOTE: Set the numerical code immediately when you take delivery of the container, otherwise there is a risk of the open lock being stolen. Missing locks will be invoiced to us by the disposal company at 15 euros each, which you will then have to pay. To set, now proceed as follows:

1. If necessary, open the lock by setting "**0 0 0 0**".
2. Hold the lock crosswise in front of you so that the row of numbers is on the right.
3. Turn the shackle 90° towards you so that the small lug at the bottom of the shackle fits into the small notch on the casing.
4. press the shackle in firmly against a perceptible spring pressure and **keep it pressed**.
5. With the shackle pressed in all the way, set all four numbers of the new numerical code.
6. Release the shackle and turn it back. Done. Lock can be used.
7. to lock, of course, you still have to close the lock and adjust the numbers.

Step 1 and 2	Steps 3 to 5	Step 6 and 7

- ATTENTION: You must remember the numerical code you enter, as we have no internal way of opening the lock.

- - We recommend setting the same numerical code for several containers at one location.

- - Please fulfil your responsibility for data protection by not using easily guessable numerical codes, by keeping the circle of persons with knowledge of the code small and by keeping notes with the code used inaccessible.