

# Shredding Waiver and Instructions



UNIVERSITY OF  
**TORONTO**  
MISSISSAUGA

**Print and Copy Centre**  
Hospitality & Retail Services

I, \_\_\_\_\_, of \_\_\_\_\_ agree to utilize the Shredding Services provided by  
(Print Name) (Department, Office, or Organization)

UTM Print & Copy Centre (Hospitality and Retail Services) under the following conditions:

- All of my items to be shredded can be packed in a Banker's box (or equivalent) with a lid (no taping is required)
- I must contact the UTM Print & Copy Centre at 905-828-5248 or copy.utm@utoronto.ca to ensure that someone will be there to provide me with access to the Shredding Bins. Items to be shredded can be brought to DV1132, down the hall from the Bookstore
- I am responsible for emptying my own boxes into the Shredding Bins or arrange a Job Ticket with Facilities through ServiceNow. The Print & Copy Centre staff are not allowed to assist in emptying the boxes.
- For every box of shredding, an FIS charge of \$20 will be applied to my department or office, or, if I am an external customer, my organization will be invoiced \$20 + applicable taxes
- I will be required to fill out the Shredding Log Book every time I bring items to be shredded
- A Certificate of Destruction will be supplied by the third party shredding company and can be requested at the time of billing.

For Internal Customers				
CFC	Cost Centre	FUND	IO	G/L

Should I need to change my account information, I will notify the staff at the UTM Print & Copy Centre of the change when I bring my items to be shredded

For External Customers	
Name:	
Organization Name:	
Address:	
Phone Number:	
Email Address:	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Internal Use Only:**

Financial Officer Signature: \_\_\_\_\_  
H&RS Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

The guidelines and procedures stated here within, as well as the documents and/or information received by the UTM Print & Copy Centre for shredding are governed by FIPPA - General and Administrative Access and Privacy Practices. More information can be found at:

<http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/Provost/Provost+Digital+Assets/Provost/fippa.pdf>

Non-compliances with the University's policies will be communicated immediately to the Director of Hospitality and Retail Services.