ISO/IEC 21964 (DIN 66399) – the standard for data protection.

1 Define your protection class ...

2 ... which leads to the security levels.

Security levels

Protection class 1

Normal protection requirement for internal data.

Security level 1

General documents to be rendered illegible or invalidated, for instance old advertising material such as catalogues, brochures.

Security level 2

Internal documents to be rendered illegible or invalidated, for instance internal company communications, such as out-of-date instructions, travel guidelines, notices, forms.

Security level 3

Data media with sensitive and confidential data as well as personal data subject to high protection requirements, e.g. company sales reports and tax documents as well as quotations, orders etc. with private address data.

Protection class 2

High protection requirement for confidential data.

Security level 4

Data media with sensitive and confidential data as well as personal data subject to high protection requirements, e.g. balances and conditions as well as payslips, personal data/files, work contracts, tax documents.

Security level 5

Data media with confidential information of fundamental importance for a person, company or institution, e.g. medical reports, patents, construction documents, strategic papers, competitor analysis, process documentation.

Security level 6

Data media with confidential documentation requiring extraordinary security precautions, e.g. research and development documents, official areas.

Protection class 3

Very high protection requirements for particularly confidential and secret data.

Security level 7

For strictly confidential data with the highest security precautions e.g. secret service or military sectors.

For the safe destruction of personal data we recommend security levels P-4 and above.

To find out exactly which security level is the right one for you, just follow the three steps at the top of this page. If you have different types of data media to be destroyed, the one requiring the highest security level is relevant for determining which cutting size you need.

P   O   T   E   F   H
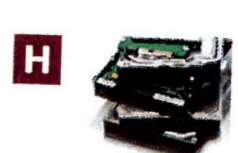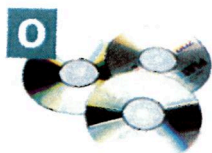
Information in original size	Optical data media	Magnetic data media	Electronic data media	Information in reduced form	Hard drives with magnetic data media
P-1 Strip size max. 12 mm ✓	**O-1** Particle size max. 2000 mm^2 ✓	**T-1** Mechanically inoperable ✓	**E-1** Mechanically/ electronically inoperable ✓	**F-1** Particle size max. 160 mm^2 ✓	**H-1** Mechanically/ electronically inoperable
P-2 Strip size max. 6 mm ✓	**O-2** Particle size max. 800 mm^2 ✓	**T-2** Particle size max. 2000 mm^2 ✓	**E-2** Split ✓	**F-2** Particle size max. 30 mm^2 ✓	**H-2** Damaged
P-3 Particle size max. 320 mm^2 ✓	**O-3** Particle size max. 160 mm^2 ✓	**T-3** Particle size max. 320 mm^2 ✓	**E-3** Particle size max. 160 mm^2 ✓	**F-3** Particle size max. 10 mm^2 ✓	**H-3** Deformed ✓
P-4 Particle size max. 160 mm^2 ✓	**O-4** Particle size max. 30 mm^2 ✓	**T-4** Particle size max. 160 mm^2 ✓	**E-4** Particle size max. 30 mm^2	**F-4** Particle size max. 2,5 mm^2	**H-4** Split and deformed several times, particle size max. 2000 mm^2 ✓
P-5 Particle size max. 30 mm^2 ✓	**O-5** Particle size max. 10 mm^2 ✓	**T-5** Particle size max. 30 mm^2 ✓	**E-5** Particle size max. 10 mm^2 ✓	**F-5** Particle size max. 1 mm^2	**H-5** Split and deformed several times, particle size max. 320 mm^2 ✓
P-6 Particle size max. 10 mm^2 ✓	**O-6** Particle size max. 5 mm^2 ✓	**T-6** Particle size max. 10 mm^2 ✓	**E-6** Particle size max. 1 mm^2	**F-6** Particle size max. 0,5 mm^2	**H-6** Split and deformed several times, particle size max. 10 mm^2
P-7 Particle size max. 5 mm^2 ✓	**O-7** Particle size max. 0,2 mm^2	**T-7** Particle size max. 2,5 mm^2	**E-7** Particle size max. 0,5 mm^2	**F-7** Particle size max. 0,2 mm^2	**H-7** Split and deformed several times, particle size max. 5 mm^2

✓ HSM document shredders are available for these security levels.

Please see pages 8/9 for an overview of which shredders meet the requirements for a particular security level.