

Who's protecting
your company's
confidential information?



Making sure
it's secure.™



In today's world, every business is at risk of a data breach



Your workplace is full of confidential paperwork that could cause real problems if it gets into the wrong hands, and security breaches can happen to any business.

Surprising facts:

- ✓ 95% of the UK population are not confident that organisations securely protect their personal information¹
- ✓ Companies can be fined up to £500,000 for a data breach
- ✓ Data breaches in the UK have increased by more than 1000% in the past 5 years²
- ✓ Cost of a data breach has risen 68% in 5 years for UK businesses³

Key questions:


- ✓ Do you dispose of your confidential information separately from your general waste and recycling?
- ✓ What is your current method of document destruction?
- ✓ Are confidential documents stored in a secure location prior to disposal?
- ✓ Do you have a "shred-all" policy to ensure that all documents are securely destroyed?
- ✓ Who in your company monitors the data protection legislation that affects your business?

Employee essentials:

- ✓ Are you including a full background screening with every new hire for your company?
- ✓ Does your company have written document destruction policies and a formal training process?
- ✓ Is the document destruction policy part of new employee orientation?

The Shred-it checklist

Factors to consider when choosing an on site shredding supplier

	Why are these factors important?		Does your current service supplier provide this?
World leading information destruction provider	Shred-it provides a secure, cost effective and environmentally friendly service to over 20,000 customers in the UK and Ireland. Our large fleet of over 120 on site shredding trucks guarantees full service continuity which ensures no disruption to your scheduled service.	✓	<input type="checkbox"/>
Experience and expertise	For more than 25 years, Shred-it has been providing secure document destruction solutions to customers across a range of industry sectors. We are one of the longest established shredding business which means you benefit from our extensive knowledge and internationally recognised quality procedures.	✓	<input type="checkbox"/>
On site shredding	The only way to guarantee a completely secure document destruction service is to shred on site. Shred-it's on site service provides a destruction audit trail before your information leaves your premises and we encourage our customers to witness their shred to ensure they have complete peace of mind that their confidential information has been destroyed.	✓	<input type="checkbox"/>
Certificate of Destruction issued immediately	Shred- it's Certificate of Destruction is issued immediately after each shred.	✓	<input type="checkbox"/>
Flexible service	Shred-it's representatives will work with you to provide a convenient solution that suits your business requirements.	✓	<input type="checkbox"/>
Local service	Shred-it has 14 branches strategically located throughout the UK and Ireland ensuring convenient local service.	✓	<input type="checkbox"/>
Advanced technology	Shred-it is continually investing in technology such as hand held barcode scanning and automatic routing planning systems which ensure complete chain of custody and reduced impact on the environment.	✓	<input type="checkbox"/>
Compliance	Shred-it UK and Ireland have been assessed and certified as meeting the requirements of ISO 9001:2008 and ISO 14001:2004.	✓	<input type="checkbox"/>
Security checked staff	As part of Shred-it's dedication to providing a completely secure destruction service for your information, all our staff are security screened.	✓	<input type="checkbox"/>
Free data security survey	Shred-it specialises in helping organisations to comply with the relevant data protection legislation. We offer free security surveys which will help you to improve your information management processes and ensure that they are kept up to date.	✓	<input type="checkbox"/>

Direct benefits of the Shred-it service:

- Fully managed service that eliminates wasted employee time allowing you to concentrate on your core business
- Regular scheduled service providing an efficient and hassle free solution
- Compliance with data protection legislation
- Chain of custody – from collection to destruction
- Secure destruction of all types of electronic media
- We recycle all shredded documents therefore helping you to reduce your environmental impact

Start to finish, Shred-it handles all the details

Uncompromising security compliance

- ✓ Initial and ongoing security risk assessments
- ✓ On site shredding, right at your location
- ✓ Securely locked consoles to store your information prior to shredding
- ✓ Proprietary and patented equipment and technologies
- ✓ Unique cross-cut shredding in three sizes to meet your industry's requirements
- ✓ Certificate of Destruction, provided upon completion

Superior local service

- ✓ Highly efficient service with minimal disruption to your workplace
- ✓ Shred-it branches in your area
- ✓ Dedicated client care team to answer all questions and respond to your feedback
- ✓ Convenient and flexible service, whether you need scheduled or on-time shredding
- ✓ Handheld technology to ensure that we empty each console, every time



1. Your confidential information is put in and securely contained in our locked console



2. Our truck arrives at your location, per schedule to shred your documents on site



3. Our security expert removes your documents and scans the console to provide evidence of collection

Enjoy peace of mind with Shred-it

Comprehensive solutions

- ✓ Your choice of one-time or regular shredding service
- ✓ Secure consoles to prevent unauthorised viewing before documents are shredded
- ✓ No manual sorting prior to shredding, which further protects your confidential information
- ✓ Three levels of secure shredding to meet your industry's specifications
- ✓ No agency staff and all employees are CRB checked and uniformed
- ✓ Nationwide coverage with vehicle tracking and routing management systems

Added value

- ✓ Service that helps you prevent expensive and damaging data breaches
- ✓ Time and money savings, so employees can spend more time on your core business
- ✓ Protection for your customers, employees and business reputation
- ✓ Helpful advice available when you require
- ✓ Environmental Certificate each year, to show how much paper Shred-it recycled for your business



4. Your confidential information is destroyed on the truck, behind a locked security screen and at your location



5. Once you have approved and signed for your service, you receive an official Certificate of Destruction



6. Shredded documents are securely baled and recycled into a variety of paper products

Secure storage solutions



Shred-it consoles

Sensitive documents demand top security treatment. With Shred-it consoles, your discarded confidential documents remain safe and secure.

Regular Console (Top or Front Load)

51.44cm wide x 49.85cm deep x 91.44cm high

Mini Console (Front Load)

51.44cm wide x 49.85cm deep x 66.04cm high



Shred-it disposable white bags

When you need to destroy confidential information periodically, Shred-it disposable white bags can be provided.



Shred-it hard drive and media consoles

Electronic equipment stores large volumes of sensitive information and therefore demands top security treatment.

Shred-it's media consoles enable you to store your unwanted hard drives and other media securely before being destroyed in a secure and environmental manner.

Media Console

49.5cm wide x 25.5cm deep x 90cm high





Your company is greener because we recycle 100% of shredded materials.

Make secure document destruction with Shred-it part of your company's sustainability program today! By partnering with Shred-it for secure document destruction, we can make sure that every piece of paper you discard stays safe — from the time it leaves your hands to the moment it's shredded and then recycled.

At Shred-it, we have an eye on the future.

We're developing smaller, more fuel-efficient trucks and auto-shutdown technology to further reduce emissions. Friendlier fuels. They're reclaimable, recyclable, non-toxic, non-carcinogenic, low-odor, free of heavy metals and 20-60% biodegradable within 28 days.

Every ton of recycled paper can save:



17 trees, which will absorb 250 lbs. of carbon dioxide each year



380 gallons of oil



4,000 kilowatts of energy



3 cubic yards of landfill space



7,000 gallons of water



Per ton, that equals a 65% energy savings, 58% in water savings and 60 lbs. less air pollution.



Security Tips

- ✓ **Take stock:** Know what types of confidential information your business maintains
- ✓ **Scale down:** Keep only the information you need for your business
- ✓ **Lock it up:** Make sure the sensitive information you keep is in a secure location
- ✓ **Plan ahead:** Create a management plan in the event a security breach does happen
- ✓ **Pitch it:** Use a secure and documented shredding process conducted by security experts
- ✓ **Adopt a shred-all policy:** Eliminate guesswork by destroying all documents securely

Knowing what to shred is vital

Personal data and confidential customer, employee and business information must be protected. It's not just good practice. It's the law.

What to shred:

Accounting and Information Technology

- ✓ Contracts
- ✓ Customer lists
- ✓ Internal reports
- ✓ Payroll statements
- ✓ Supplier information

Executive Level

- ✓ Budgets
- ✓ Correspondence
- ✓ Legal contracts
- ✓ Strategic reports

Human Resources

- ✓ Applications
- ✓ Health and safety issues
- ✓ Medical records
- ✓ Payroll information
- ✓ Performance appraisals
- ✓ Training information and manuals

Procurement

- ✓ Corporate records
- ✓ Supplier purchase orders
- ✓ Supplier records
- ✓ Supplier specifications

Research and Development

- ✓ Appraisals, product testing, etc.
- ✓ Formulas, product plans and tests
- ✓ New product information
- ✓ Reports
- ✓ Specification drawings

Sales and Marketing

- ✓ Advertising
- ✓ Customer lists and contracts
- ✓ Strategies
- ✓ Training information

Shred-it customer care

We are committed to continually improving our customer service experience and we work with our customers to deliver the highest standards. Our centralised customer care team is dedicated to managing all feedback and enquiries in a professional and timely manner.

Sources:

- 1 Identity Fraud 'Don't Let It Be You', 2012 <http://www.stop-idfraud.co.uk/the-facts/business/>
- 2 Information Commissioner's Office, August 2012, http://www.ico.gov.uk/about_us/research/freedom_of_information.aspx
- 3 Symantec, March 2012 http://www.symantec.com/en/uk/about/news/release/article.jsp?prid=20120320_11



Shred-it has been assessed and certified as meeting the requirements of ISO 14001:2004, ISO 9001:2008 and EN15713



shredit.co.uk

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This paper has been manufactured using 80% recycled fibre with a further 20% from sustainable forests.