



## Safeguard your vulnerable information

Your company stores information which could be a huge risk to your business in the wrong hands. According to the BBC Money Programme, the cost of identity theft in the UK is approximately £1.7bn and increasing at the phenomenal rate of 500% a year. This has become the most costly security risk that a business faces.

### Is shredding a legal requirement?

No, but taking the proper steps to secure information is. Every business has to securely dispose of confidential information, including customer lists, client information, credit card receipts, personal files or payroll records. It's vital to protect and secure information that could be used to steal identities.



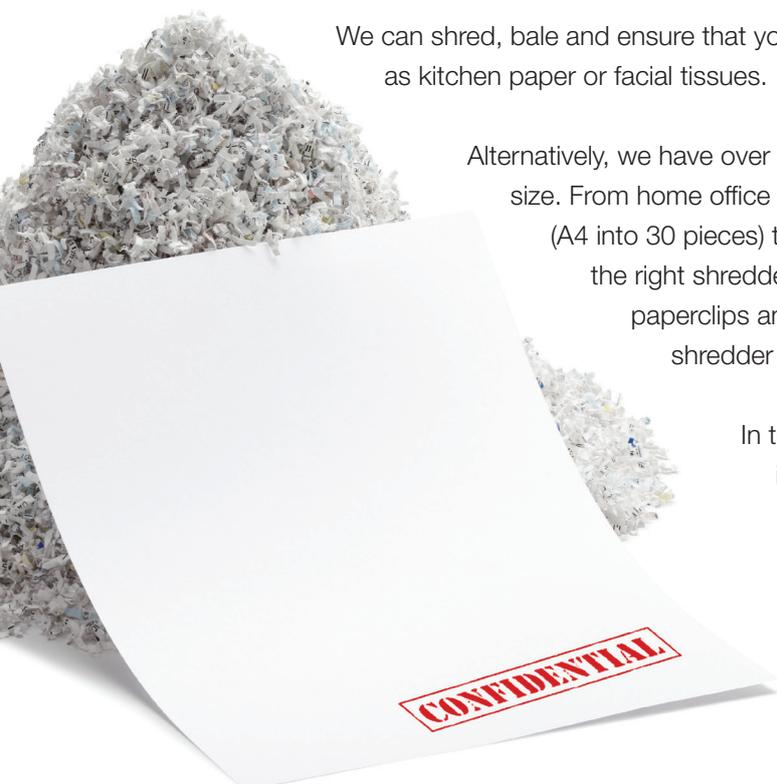
The Information Commissioner's Office (ICO) has the power to issue penalties up to £500,000 if a business is found in breach of the Data Protection Act. Under this act, an organisation should not discard intact customer, staff or supplier information, and shredding offers the most environmentally friendly solution.

### Should we shred documents or outsource?

We can shred, bale and ensure that your shredded paper is recycled back into products, such as kitchen paper or facial tissues.

Alternatively, we have over 80 shredders in our catalogue suitable for offices of any size. From home office to large heavy duty machines, and from basic security (A4 into 30 pieces) to maximum security (A4 sheet 15,000 pieces), we have the right shredder for you. Many of the machines we supply take staples, paperclips and CDs to make life easier. We will identify the perfect shredder or option to meet your needs.

In today's busy working environment, we've had an increased demand for our secure shredding solution. Introducing a secure shredding solution will reduce the number of important documents slipping through the net illegally and possibly into a waste paper bin.





## Shredding in 4 simple steps

We will work with you to implement the most suitable and cost effective shredding solution for your office supplying different sized consoles or wheelie bins with a lock and a slot, or secure sacks which can be ordered along with your office supplies, online or via the telephone using product code 54782X.

### Step 1 – Fill up

Once your solution is agreed, you then fill the consoles, bins or secure sacks with the important documentation to be shredded. You don't even have to remove staples or paperclips.

### Step 2 – Collect

When containers are full, we will collect. You can either call us when you are ready for a collection, or we can schedule a weekly, fortnightly or 4 weekly collection. Once your documents are collected, we will be able to provide you with a certificate for your records.

### Step 3 – Shred

Depending on your organisation's security requirements, we can then either shred your documents on-site using a mobile shredding truck, or we can safely transport them to one of our secure shredding facilities with a robust audit trail.

### Step 4 – Recycle

Once your documents have been shredded, they will be taken to a secure recycling facility where the paper is then baled and then sent for recycling.

Providing a shredding solution requires high level of expertise, so we've partnered with a leading independent on-site and off-site secure destruction service provider. Combining the strengths of being national and local, The Shredding Alliance (TSA) delivers a flexible and personal service with 12 depots across the UK. All of the companies that own or deliver services to TSA are members of the British Security Industry Association, and they go further than their competitors to ensure the highest levels of compliance to BS EN 15713:2009.

**Get in touch to find out more about this service.**