How we secure your confidential information off-site.

It's important for any organisation to protect the confidential information of the company, its employees and their customers.

Any data breaches will result in reputational damage and a sizable financial penalty, it's therefore important to dispose of these documents securely using a regularly scheduled Document Destruction service to help keep you protected 24/7.

Here's how we secure your confidential information.

1

Store

Use our secure locked consoles to store all confidential information to be destroyed.



Collect

Our security vetted customer representative will visit your premises at a pre-scheduled time in a Shred-it secure collection vehicle.



4

Secure

Consoles/bags are scanned and removed. When collection is complete our customer service representative will obtain a signature.



Locate

Our customer service representative will identify themselves to your designated contact, locate all locked consoles and scan unit barcodes.



Co

Confirm

We send you a Certificate of
Destruction displaying the
number and types of units
serviced for destruction. All materials will then
be taken to our secure collection vehicle.



Transport

Our secure collection vehicle returns to the secure Shred-it service centre and the unit barcodes are scanned again to confirm they've arrived. The materials are placed ready for destruction.



8

Recycle

The unrecognisable shredded material is baled and taken to a pre-approved paper mill where it's recycled into household products like tissues and toilet rolls.



Destroy

All confidential materials taken off-site are shredded within one working day of arriving at the shred centre.





For peace of mind, contact Shred-it today **0800 197 1164** | shredit.co.uk

We protect what matters.

