

# How to Choose a Shredding Company



Making sure  
it's secure.™



## Did you know that 40% of the security breaches that happen in UK businesses are the result of human error?<sup>1</sup>

Employees are often uninformed about the type of information that needs to be protected. That is why it is very important that you get expert assistance when it comes to ensuring the privacy and safety of your business documents.

## When making your decision, use the following checklist when looking for a document shredding provider:

- ✓ Has an excellent reputation and can provide references
- ✓ Understands laws, especially as they pertain to your industry
- ✓ Employs personnel that have undergone rigorous training and a background security check carried out in accordance with the BS7858 standard, which includes CRB criminal record check
- ✓ Offers a data security risk assessment survey
- ✓ Provides secure, locked consoles to store documents safely prior to destruction
- ✓ Operates a secure chain of custody process, whether destroying your documents at a secure location or on site at your premises
- ✓ Provides a Certificate of Destruction for each service, your auditable proof that your documents have been securely destroyed
- ✓ Uses cross-cut shredders and can accommodate other media types such as CDs and disks
- ✓ Recycles all shredded paperwork
- ✓ Accredited to the ISO 9001, ISO 14001 and BS EN 15713 standards
- ✓ Operates service centres that are local to you

By following this checklist when you research potential document destruction providers, you will be able to make an informed choice about whom to use... and who may be a cut-rate provider that's not really providing you a secure solution.

1. Ponemon Institute LLC/IBM, 2014 Cost of a Data Breach UK

**0800 028 1164 or visit  
us at [shredit.co.uk](http://shredit.co.uk)**



### ISO Certified

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

# Why choosing Shred-it® just makes sense:



## Industry-specific knowledge:

Shred-it's experts are knowledgeable about information security legislation and best practices to help protect your reputation. (See our online Resource Centre for a wealth of useful information – [shredit.co.uk/resource-centre](http://shredit.co.uk/resource-centre))

## Secure shredding process:

- ✓ Shred-it installs locked consoles in your facility. All documents that need to be destroyed are deposited in them.
- ✓ Only a Shred-it security-screened expert removes your documents from the locked consoles.
- ✓ Your documents are destroyed at a secure location or on site at your premises, depending on your requirements.
- ✓ For each service, we provide you with an official Certificate of Destruction for your records, as proof your documents were securely destroyed.

## Multiple shred sizes:

Our proprietary cross-cut shredders securely and completely destroy your documents. We offer different levels of shred size for you to choose from based on your security needs.

## Time and money savings:

Your employees will have more time to spend on other priorities, and documents are not left unprotected while waiting to be shredded. Your confidential information is never sorted prior to shredding.

## A trusted leading expert:

Since 1988, Shred-it has grown to be the market leader, operating in 170 markets in 18 countries, servicing 300,000+ customers worldwide.

You'll find that Shred-it provides the most secure and efficient confidential information destruction service in the industry.

## What do Shred-it customers say?

*"Knowing that our patient records and other sensitive information are destroyed on site gives us peace of mind. And with sustainability being an integral aspect of procurement, it's good to know the material is also recycled."*

— Sandwell Hospital

*"The process is simple, secure and reliable, helping me to free up valuable time and resources."*

— University of Aberdeen

*"They turned up within the agreed time slot and the pile of papers were shredded in less than 10 minutes! Amazing! I would highly recommend Shred-it – if you've got papers to shred; they are the ones to use."*

— Page Professional Processing

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