

# 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.

## STEP Store

# 1

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



## STEP Collect

# 2

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



## STEP Secure

# 4

Consoles/bags are scanned and removed. When collection is complete our customer service representative will obtain a signature. All materials will then be taken to our secure collection vehicle.



## STEP Locate

# 3

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



## STEP Transport

# 5

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.



## STEP Destroy

# 6

All confidential materials taken off-site are shredded within 24 hours of arriving at the shred centre.



## STEP Confirm

# 8

We send you a Certificate of Destruction to confirm your confidential information is securely destroyed.



## STEP Recycle

# 7

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.



For peace of mind, contact Shred-it today  
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