

How we secure your confidential information on-site in 6 simple steps.



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 said information, in six simple steps

STEP 1 Store

1

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



STEP 2 Collect

2

Our BS7858 security vetted customer representative will visit your premises at a pre-scheduled time in a Shred-it document destruction truck.



STEP 3 Locate

3

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



STEP 4 Secure

4

Our customer representative will collect all units to be destroyed after your signed approval, establishing a chain of custody, and return the units containing your confidential information to our secure document destruction truck.



STEP 5 Destroy

5

Our Shred-it customer representative will place the material into the shredding compartment behind a locked security screen, allowing you to witness the destruction.



STEP 6 Recycle

6

Your unrecognisable shredded material is 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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