

Knowing What to Shred Is Vital



Making sure
it's secure.™

Personal data and confidential information of your customers, employees and your company must be protected. It's not just good practice. It's the law.

What to shred: Although individual needs may vary, here is a good indication of what to shred.

Accounting and Information Technology

- ✓ Contracts
- ✓ Customer lists
- ✓ Internal reports
- ✓ Payroll statements
- ✓ Supplier information

Executive Level

- ✓ Budgets
- ✓ Correspondence
- ✓ Legal contracts
- ✓ Strategic reports

Human Resources

- ✓ Applications
- ✓ Health and safety issues
- ✓ Medical records
- ✓ Payroll information
- ✓ Performance appraisals
- ✓ Training information and manuals

Procurement

- ✓ Corporate records
- ✓ Supplier purchase orders
- ✓ Supplier records
- ✓ Supplier specifications

Research and Development

- ✓ Appraisals, product testing, etc.
- ✓ Formulas, product plans and tests
- ✓ New product information
- ✓ Reports
- ✓ Specification drawings

Sales and Marketing

- ✓ Advertising
- ✓ Customer lists and contracts
- ✓ Strategies
- ✓ Training information

➔ Shred-it recommends a comprehensive "shred-all" policy to ensure full security. A shred-all policy eliminates any confusion for your employees. They simply shred all documents, keeping your information secure.

Shred-it hard drive and media destruction service

Our CSRs pick up and register your electronic media, they are securely destroyed, and you are issued a Certificate of Destruction.

Here is what Shred-it accepts for hard drive and media destruction service:

- ✓ Hard Drives (laptops, desktops, PATA, SATA, etc.)
- ✓ Backup Magnetic Tapes (DLT, mini cartridges, etc.)
- ✓ Floppy Disks (3.5 inch disks, 5.25 inch disks, etc.)
- ✓ Zip Disks (100 MB, 250 MB, and other large disks)
- ✓ Optical Media (CDs DVDs, Blu-ray, and HD DVD)

Items for specialised collection only

Please **do not place** the following items in the Shred-it console:

- ✗ Batteries
- ✗ Sharp objects
- ✗ Ink cartridges and toners
- ✗ Large metal objects
- ✗ Food, glass, cans, etc.
- ✗ Pressurised containers
- ✗ Syringes
- ✗ Cardboard tubes
- ✗ Electrical items
- ✗ Medicine/pill bottles

Find out what we can shred, call us today.

**0800 028 1164 or visit
us at 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.