

Factors to consider when choosing a shredding supplier



Making sure it's secure.™

When you're seeking a trusted partner to take care of the secure disposal of your organisation's confidential documents and data, it can be difficult to see the wood for the trees. There are many factors to consider – and contractors who appear to offer a similar service often have varying standards when you scratch below the surface. This checklist will help you assess your options, using Shred-it – one of the UK's largest and longest-established secure destruction specialists – as a benchmark for comparison.

Factors to consider	Why are these factors important?	Shred-it	Provided by your current/prospective service supplier?
Experience and expertise	More than 25 years' experience providing secure document and data destruction solutions across all industry sectors. Extensive data security knowledge, experience and internationally recognised quality procedures ensure peace of mind for thousands of clients throughout the UK.	✓	<input type="checkbox"/>
Compliance	ISO 9001:2008, ISO 14001:2004 and EN15713 accredited so you can be reassured your confidential data is being handled by a reputable partner.	✓	<input type="checkbox"/>
Local service	Service centres strategically located throughout the UK and Ireland, providing a convenient, local shredding service nationwide and minimising environmental impact.	✓	<input type="checkbox"/>
Security checked staff	All staff are security screened to the BS7858 standard so you know you can trust the person collecting your confidential information.	✓	<input type="checkbox"/>
Free Data Security Survey	A Certified Information Security Professional helps you identify information security risk areas in your workplace and recommends solutions to ensure you are data protection compliant.	✓	<input type="checkbox"/>
On site or off site shredding options	Can destroy your confidential materials on site, at your premises, or off site at a local secure facility, with custody tracking and full audit trail so you know your confidential information is kept secure and you can have absolute trust in the service.	✓	<input type="checkbox"/>
Certificate of Destruction	Certificate of Destruction issued for every shred to ensure you have an auditable record of your materials' secure destruction.	✓	<input type="checkbox"/>
Advanced technology	Investing in technology to continually improve service – e.g. hand held barcode scanning to enhance traceability, automatic route planning systems to reduce vehicle emissions.	✓	<input type="checkbox"/>
Flexible service	Works with you to provide a convenient solution that suits your requirements – from small offices with a few staff to large multi-site organisations.	✓	<input type="checkbox"/>

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.