

# How Shred-it® Helps to Make Your Workplace Secure



Making sure it's secure.™

## We make your security our number one priority.

Your workplace is full of confidential paperwork that could cause real problems if it gets into the wrong hands. One estimate put global business losses due to identity theft at the equivalent of nearly £141 billion.<sup>1</sup>

**Over £2.37 million**

The average organisational cost of a data breach to UK businesses.<sup>2</sup>



**50%**

of the worst data breaches suffered by UK businesses happen due to simple human error.<sup>3</sup>



**Just 2**

filled Shred-it consoles will save 1 tree.



## Our secure collection process starts when your employees place documents to be shredded in our secure consoles.

- ✓ Shred-it secure consoles contain a wide, beveled feed slot and internal security plate, to ensure that no one can remove documents after they've been deposited.
- ✓ Your trained Shred-it expert, security vetted to the BS7858 standard, arrives on schedule to remove and then close the sturdy nylon bag inside each console.
- ✓ Your confidential documents are securely destroyed, in accordance with our EN 15713 accredited secure chain of custody processes, at our local destruction facility or in our shredding truck at your location.
- ✓ A Certificate of Destruction is provided to you for each service.

Protecting your confidential business information with Shred-it is safe, convenient and cost-effective. It's also environmentally friendly – all shredded paper is recycled.



**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 EN15713.

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## Choose the Shred Size Suitable for Your Needs

Shred-it offers you a choice of two levels of secure document destruction to suit your needs, based on your industry's requirements. Our Standard shred size is used for the majority of client requirements. We also offer a High Security shred for more specialist requirements, e.g. government, defence, pharmaceutical. Our destruction process uses industrial multi-edge cross-cut shredders that completely destroy your discarded paperwork.



### Standard Shred

EN15713 Security Level 3 (on site) or Level 4 (off site) – also suitable for non-paper media destruction, e.g. tapes, x-rays



### High Security Shred

EN15713 Security Level 6, a shred size smaller than any other on site shredding provider (average shred is about the same size as a push pin)

## Shred-it Standards

**Standard Shred**  
EN15713 Security Level 3/4

**High Security Shred**  
EN15713 Security Level 6

The average size of shredded pieces complies with the EN15713 levels stated. For more information on the EN15713 standard, the British Security Industry Association (BSIA – of which Shred-it is a principal member) has produced a handy guide which can be found on their website [bsia.co.uk/information-destruction](http://bsia.co.uk/information-destruction).

Shred-it uses proprietary cross-cut technology which tears the edges of each shred, producing uneven fragments for even greater security. In addition, the millions of tiny paper fragments produced are then further mixed with other shredded material, ensuring it is in every practical sense impossible to reconstruct individual documents.

Since 1988, Shred-it has grown to become a world-leading information security company providing information destruction services that ensure the security and integrity of our clients' private information. The company now operates in 170 markets throughout 18 countries worldwide, servicing more than 400,000 global, national and local businesses. Let us provide you with the most secure and efficient confidential information destruction service in the industry.

**Contact us today to arrange for one of our information security experts to conduct a free Data Security Survey and Risk Assessment.**

#### Sources

- 1 U.S. Small Business Administration 2013, *How to Prevent and Detect Business Identity Theft*
- 2 Ponemon Institute LLC/IBM, 2015 *Cost of a Data Breach Study: United Kingdom*
- 3 PWC, *Information Security Breaches Survey 2015*

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