

# Making the Best Choice for Secure Document Destruction



Making sure it's secure.™

Documents like invoices, reports and employee records, or anything that shows customer, employee or company information left on top of a copier, or dropped into a waste bin, could put your business at risk of identity theft. Secure destruction of certain documents is required by law, so consider your options:

## Risky Choices

### 1. Do nothing.

- ✓ This puts you at incredible risk, including your reputation, your customers and your company.
- ✓ Storing files that have outlived their purpose takes up a lot of space, and space costs money.
- ✓ More than **40%** of security breaches take place through physical means.

### 2. Do it yourself.

- ✓ It's time-consuming, inefficient and risky to expect employees to collect and shred all documents with sensitive information — in addition to their daily responsibilities.
- ✓ It takes an employee approximately **five hours** to shred **23** kilos of paper.
- ✓ It's actually **15-20%** cheaper to outsource your paper shredding due to employee productivity gains.

### 3. Hire a small local supplier.

- ✓ A local supplier may be in business this month, but will they still be around next year?

- ✓ Can they ensure a secure chain of custody, with
  - ✓ securely locked consoles
  - ✓ on site shredding
  - ✓ multiple shred sizes
  - ✓ proof of destruction
- ✓ Will they keep you current with the changing legislation on information security?
- ✓ Do you know what happens to your shredded documents after they leave your possession?
- ✓ Do your sensitive documents end up in landfill?

### 4. Hire a total waste provider.

- ✓ What is this company best at? If secure document destruction isn't their core business, then you are not getting the expertise and attention your business needs.
- ✓ Are their personnel background-checked and security-trained?
- ✓ Do they provide relevant and helpful information to your business and industry?
- ✓ Do they offer free data security risk assessment surveys?
- ✓ What happens to your shredded documents after collection?

## Best Choice

### 5. Hire an international leader that specialises in document destruction.

- ✓ Guaranteed, unbroken chain of custody.
- ✓ Document destruction done on or off site by friendly, specially trained experts.
- ✓ Offers multiple shred sizes to meet the legal requirements of your industry.
- ✓ Environmentally proactive, recycling all documents after they have been shredded.
- ✓ Offers a tailored solution for your business, specific to your needs.
- ✓ Provide peace of mind, knowing that your sensitive information is secure.



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 BS EN15713.

# Which type of Shred-it service is best for you?



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## One-off Service

- ✓ Choose this if you need to destroy sensitive information periodically, such as out of date files or old tax records.
- ✓ Shred-it's document shredding service is secure, convenient and legally compliant for your business or organisation.
- ✓ Receive a Certificate of Destruction after each service.

## Regularly Scheduled Service

- ✓ Protect your information and reputation every day.
- ✓ Shred-it maintains an unbroken chain of custody from the moment you place your documents inside our secure consoles, until we shred them inside our mobile shredding trucks at your site or under CCTV surveillance at a secure facility.
- ✓ Receive a Certificate of Destruction after each service.

## What do you like about Shred-it's services?

*"Wonderful. Feels great knowing all documents are safely destroyed and we are recycling as we do it."*

— United Print Systems Limited



## What is the best way to prevent a security breach? Adopt a Shred-all Policy.

To avoid the risks of human error or poor judgement, don't ask your employees to decide which documents are confidential. Simply decide to shred all business documents when no longer needed.

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