



PROTECT YOUR BUSINESS
OR PERSONAL DATA
WHILST SAVING THE
PLANET AND MONEY.

The North West's leading eco-friendly
document shredding collection service





How confidential shredding services protect your business?

Bank statements and business contracts are by no means the only documents that contain confidential information. On a daily basis, in every business, confidential materials are generated by almost every employee, from strategic planning documents to employee medical records. In reality, more materials than you might at first think contain private information that could be a security risk if in the wrong hands.

Identity theft has already grown to become one of the most costly security risks that businesses now face. It's a threat which can quickly destroy business reputation and security. The potential costs of security breaches of this type could run into millions of pounds, leading to dented credit ratings, angry or lost customers and irreparable damage to your reputation.

In the UK and across the globe, governments and regulators work to develop legislation aimed at protecting consumers and businesses from fraud. But prevention is always the best solution. Ecoshred's confidential waste destruction services were specifically designed to comply with and complement the specified confidentiality requirements and regulatory standards in every area that we conduct business. This is more than just good business sense - it's a legal requirement. Ecoshred develops bespoke secure shredding services for its customers, designed to work with their specific business requirements. These customised programmes ensure that customers are protected from the threat of identity theft, whilst also remaining fully compliant with the relevant privacy regulations for their industry.

In addition, ecoshred will help you identify which office materials contain confidential or price sensitive information so that your staff can become better informed of the potential vulnerabilities that exist in your workplace.

These are just some examples of the advantages of having ecoshred as your shredding services partner.

To find out what materials to shred please see the data protection section for a comprehensive list. Better yet, contact us on: **0800 612 9595** to arrange for a data security survey about your specific document destruction needs.





Secure document shredding service on your terms

We know that when it comes to third party suppliers for your business, you are looking for a convenient, cost-effective service which is tailored to your specific requirements. That's why we promise to deliver a secure, responsive document shredding service, with minimal disruption to your business - when you want, where you want and how you want.

Secure Shredding Services - When You Want

We will deliver secure mobile document shredding services to your door whenever you need them. Whatever your requirements, ecoshred can provide a service to suit you:

Regularly-Scheduled Service - where locked security consoles are provided and your confidential waste is regularly collected on a pre-agreed schedule that meets your needs

One-Off Shredding - where you decide exactly when, and how often, you want to shred

No matter which service you choose, ecoshred's document shredding service is totally secure and promises minimal disruption to your business. Employees don't even need to waste time removing paper clips, staples or binders before they deposit their confidential waste into our security consoles. Our state-of-the-art shredders are specially designed to destroy just about anything, in order to save you time and money. Once your confidential materials have been shredded, you will be provided with a Certificate of Destruction to confirm the exact date and time of destruction, thereby confirming the successful destruction of your confidential materials.

Secure Shredding Services - Where You Want

On site* shredding is just one of the services we offer. We understand that on site is not a viable option for some businesses. As such, we are always happy to work around your specific needs to deliver a document destruction service tailored to you.

Secure Shredding Services - How You Want

Whatever you have to consider - be it your timetable, your business cycle or your industry - our high standards of shredding provision remain the same. Whether you demand a regularly-scheduled security shredding service, or you only need us every so often for a one-off shred, we promise to always deliver our responsive service in the way that suits you best.



Saving time and money

Costs are a fundamental element of every business. Whether you are keeping a close eye on costs or looking to get the best value from third party suppliers, ecoshred can help.

Shredding confidential waste on site saves time, money and space. Whilst an employee can take up to 5 hours to shred 25 kgs of paper, ecoshred can do the same task in minutes with minimal disruption to your business.

Outsourcing your document destruction to ecoshred can actually save your business around 17% when compared to doing it yourself in-house. If you outsource there is no shredding equipment to buy and your staff can be freed up to work on more profitable tasks. So, whether you choose on site shredding, or off site shredding, ecoshred can save you both time and money.

The government recently confirmed that serious Data Protection Act breaches will be subject to fines of up to 500,000 pounds. This policy will take effect April 6, 2010.

But it's not just the cost of a security breach that you need to consider. The biggest cost comes in the form of irreparable damage to your business' reputation - something that has taken years to build

By employing ecoshred as your document destruction solution, whether you choose on site shredding or off site shredding, you can rest assured that your confidential materials remain safe and secure. From the moment you deposit confidential documents into your office's locked ecoshred console you can have peace of mind that our end-to-end chain of security will remain unbroken until your confidential documents are destroyed.

How do we do it?

Once your secure paper shredding programme is in place, we supply you with locked security consoles or security bins to store your confidential waste until it is scheduled to be shredded.

Our security-screened Representatives arrive at a pre-determined time to remove your confidential materials for secure paper shredding behind locked security gates in our mobile shredding trucks. Our state-of-the-art shredding machinery is specifically designed to shred your confidential documents into confetti-sized pieces so they can never be reconstructed.

Or, choose our One-Off paper shredding option. If you have large volumes of materials to destroy or have an 'urgent need' for shredding services, we can come to you and shred your confidential waste on site.



What is confidential data?

Confidential data can come in many forms. Any data containing personal or company information should be securely destroyed, so you should dispose of it safely from your business before somebody else does!

Over 90% of prosecutions brought under the Data Protection Act in the last five years have been successful - so protecting the confidentiality of data during disposal has never been more important.

If data about your employees, past or present, customers, suppliers or any other personnel gets into the wrong hands, the impact can be catastrophic.

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Your waste may contain information about:

- Personnel
- Accounts and VAT records
- Social security and PAYE details
- Commercial information
- Photocopies
- Faxes
- Computer printouts
- Archived materials
- Sales enquiries
- Blueprints
- Brands

The lists are endless and the risk of prosecution is high if you don't dispose of this data securely

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Data Protection

The Data Protection Act 1998 is the law which governs the processing of personal information on living people.

The DPA aims to promote high standards in the handling of personal information and so to protect the individual's rights of privacy.

The Act requires that you are open and honest about your use of personal information and follow the 9 principles laid out under the law:

- 1. Fairly and lawfully processed**
- 2. Processed for specific purposes**
- 3. Adequate, relevant and not excessive**
- 4. Accurate and kept up to date**
- 5. Not kept for longer than is necessary**
- 6. Processed in line with the individual**
- 7. Kept secure**
- 8. The responsibility of the Data Controller in your organization**
- 9. Not transferred to countries outside the European Economic Area**



Penalties & Enforcements:

- The information commissioner oversees legal requirements of the Act and failure to comply can result in a Criminal Prosecution.
- Failure to notify carries a maximum penalty of £500,000 plus Magistrates Courts or an unlimited fine in a Crown Court.
- Individuals who suffer damage or distress from compliance failures can also apply to the Court for compensation.
- Are you complying with the Data Protection Act by keeping information secure or destroying with auditable trails?
- For more information on the Data Protection Act visit www.opsi.gov.uk

Paper recycling programme

- It is estimated that 95% of business information is still stored on paper.
[Source: International Institute for Environment and Development (IIED) Discussion Paper (IIED, London, September 1996)]
- Recycling 1 short ton (0.91 t) of paper saves 17 mature trees, 7 thousand gallons (26 m³) of water, 3 cubic yards (2.3 m³) of landfill space, 2 barrels of oil (84 gal or 320 l), and 4,100 kilowatt-hours (15 GJ) of electricity - enough energy to power the average home for six months.
- Once materials have been shredded on site at a customer's facility, they are subsequently baled and recycled into a variety of useful paper products. This process ensures that our customers' confidential information is always disposed of in the most secure way possible, whilst helping save the environment in the process.
- So if recycling is part of your organisation's environmental policy, we can help you fulfil your green commitments. At the end of each year we provide our regularly-scheduled shred clients with an Environmental Certificate indicating the number of trees saved by using ecoshred's services.





Comprehensive document shredding solutions that really work

Ecoshred's expertise and in-depth understanding of privacy legislation in all aspects of business makes us the provider of choice for companies looking to obey all the relevant rules in what is often a confusing regulatory environment. As business needs change and the regulatory landscape evolves, companies look to us for document shredding services that will keep them compliant, both today and in years to come.

Customised, Secure Document Shredding Solutions

All of our shredding services are individually tailored to meet your specific needs. Whether you're working from home, running a business in a local community or managing a multi-national corporation with offices around the world, we can help you to stay compliant and secure.

Reliable Confidential Shredding Service

With our industry leading document shredding technology, uncompromising compliance standards and security-screened Customer Service Representatives we provide the most secure document destruction services for your specific needs.

All of our employees are, at a minimum, are Criminal Record Bureau certified, with many having undertaken more advanced security checks such as the Counter Terrorist Clearance.

Ecoshred's Services Save You Time And Money Shredding confidential documents on site can save you time and money. Whilst an employee can take up to 5 hours to shred 25 kgs of paper, Ecoshred can do the same task in minutes with minimal disruption to your business.

* For added peace of mind, we are happy for our Customer Service Representatives to undertake further record checks to meet customers' specific security requirements.



Business Risks

If you're still wondering about the benefits of working with Ecoshred and using us for your document and data destruction requirements, you might just want to bear in mind some of these facts...

- **The Association of Chief Police Officers advised that £20 billion is lost through weaknesses exploited in corporate information security**
- **70% of UK organisations have been hit by at least 1 data breach**
- **In July 2009, the Financial Services Authority levied a record fine of £3.2 million on a high street bank after they lost sensitive information... twice**
- **Companies House recently reported up to 100 cases of corporate identity fraud occur every month**
- **79% of businesses make no effort to destroy the sensitive material that they throw away or are preparing to recycle**
- **32% of employees discard confidential information into their waste paper bins**
- **40% of businesses risk their clients identities by throwing away sensitive customer information without due care - including home addresses, phone numbers and passport copies.**
- **In a survey of British workers, 58% would take confidential data to help negotiate a new job**
- **And 48% have already started to do so...**

Ecoshred Limited

Unit 1A, Kerfoot Street
Warrington
Cheshire WA2 8NU

Freephone: 0800 612 9595
Email: sales@ecoshreduk.com
Web: www.ecoshreduk.com



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