

Off-site Secure Shredding



Good business practice ensuring protection against fraud

In the wrong hands confidential information can be damaging to any business. It is essential to have secure systems in place to prevent unauthorised access to confidential or business critical data. With an increasing number of cases of corporate fraud and identity theft, the secure disposal of all confidential material including personnel records, accounts information and sales reports, is a key requirement for all businesses.

This extends to any records or documents with a name or number detailing personal information. Under Principle 7 of the Data Protection Act, this information must be disposed of responsibly. Using an accredited shredding company which has the necessary systems and procedures in place protects data and avoids financial penalties.

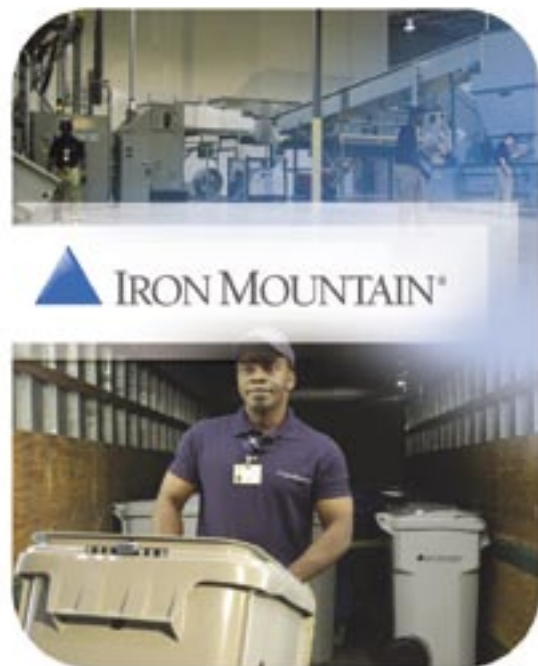
‘Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.’

Principle 7 – Data Protection Act

Iron Mountain is a Government-approved secure shredding service provider. We manage the secure destruction of both paper and non paper-based materials including tapes, magnetic media, CD's, ID cards and even uniforms. Our fully audited workflows are specifically tailored to aid compliance and to meet corporate data protection requirements. Iron Mountain secure shredding programmes offer protection against the inadvertent disclosure of vital information by minimising the risk of information theft for both customers and their clients.

CAN I GET COVERAGE IN MY AREA?

Iron Mountain has a nationwide infrastructure of shredding plants and transportation which means there is a secure shredding facility within easy reach of your business. Our comprehensive range of flexible services includes scheduled and ad-hoc collections including one-off purges during office moves or storeroom clearouts.



We have the ability to service your shredding requirements both in and out of office hours through a central collection point or floor-walking service. Each service is tailored and designed around your specific building requirements, determined by an initial site survey by experienced Iron Mountain professionals.

CAN IRON MOUNTAIN MANAGE MY VOLUME OF CONFIDENTIAL INFORMATION?

A range of containers is available to meet specific security requirements – from durable, security-sealed polypropylene sacks, to lockable internal consoles and mobile containers. If space is at a premium, large volume lockable external containers can be provided. Whatever the volume of confidential material generated by your company, we have a solution to match.

IS SECURITY ASSURED AT EVERY STAGE?

Security is the top priority throughout the Iron Mountain full chain of custody. All personnel are uniformed, fully security vetted, and carry ID at all times. Vehicles are equipped with modern security systems, safeguarding data during transit. All shredding plants include centrally monitored fire, intruder and CCTV systems. A fully audited workflow is followed throughout the process and a Certificate of Destruction is provided on completion in adherence with the Data Protection Act.

DOES IRON MOUNTAIN MEET CORPORATE AND SOCIAL RESPONSIBILITIES?

Iron Mountain works in close partnership with its customers and provides regular Management Reporting Information which ensures a transparent shredding programme. All paper-based materials that have been shredded in one of our plants are then recycled to produce everyday items such as cardboard boxes and tissue paper. All other items are disposed of strictly according to legislation and Department of Environment guidelines.

Our commitment to you as a shredding customer extends further than the secure and efficient destruction of your confidential information. Iron Mountain will also ensure that your company meets all corporate and social responsibilities including its duty of care towards the environment.

ABOUT IRON MOUNTAIN

Iron Mountain is the world's leading provider of outsourced records and information management services. The company's mission is to protect its customers' information and through the provision of efficient information workflows and technologies, to enable them to achieve compliant information management.

Iron Mountain offers records management services for both physical and digital media, disaster recovery support services, technology escrow, document process outsourcing services and consulting – services that help businesses drive efficiencies and manage risks associated with legal and regulatory compliance, protection of vital information, and business continuity challenges.

Iron Mountain is a fully accredited ISO 9001:2000 Quality Management System secure shredding provider and a member of the British Security Industry Association, as well as the National Association for Information Destruction.



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Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK, Europe, U.S, Canada, Asia Pacific and Latin America. For more information, visit our website at www.ironmountain.co.uk

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