



SECURITY SHREDDING

A GUIDE TO OUR SECURE
COLLECTION, DESTRUCTION
AND RECYCLING SERVICE



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TRUSTED BY THE UK'S MOST
SECURITY-CONSCIOUS
ORGANISATIONS

Member of the
British Security Industry Association



SECURITY SHREDDING

If your organisation produces confidential material you need a shredding and destruction service that you can trust.

SITA UK is one of the country's leading recycling and resource management companies and we are trusted by the UK's most security-conscious organisations.

DATA DESTRUCTION FOR ALL TYPES OF MEDIA

We **shred** and **recycle** paper documents, files and computer print-outs.

We **fragment or incinerate** CDs and DVDs, microfiche, disks and audio and video cassettes.

TRACKING YOUR CONFIDENTIAL WASTE TO DESTRUCTION

Our secure documentation records an audit trail for every consignment you entrust to us. This means you can demonstrate due diligence in your efforts to process confidential waste securely. You are welcome to visit our site to witness the destruction of your confidential materials.

Your waste is secure in transit. Our vehicles are fitted with security measures that include alarms, two-way radios and vehicle tracking devices. At our sites, consignments are unloaded under supervision.



WHY IS IT IMPORTANT TO MANAGE CONFIDENTIAL WASTE SECURELY?

Organisations cannot dispose of confidential waste through their normal refuse service. Every organisation has a legal responsibility to safeguard the privacy of anyone whose information they hold, in a database or printed record.

Under the Data Protection Act 1998, any organisation that stores information about individuals must process it fairly and lawfully. This includes destroying it effectively when it is no longer needed and applies to information as simple as names and addresses. As the data controller, organisations must comply with the Data Protection Act – if they do not, they could be liable to pay compensation to individuals who suffer loss, damage or distress as a result.



A SECURE AND CONVENIENT COLLECTION SERVICE

We provide secure containers to store confidential waste in your workplace. Our fleet of vehicles collect confidential waste direct from your workplace and transport it to a SITA UK security shredding and destruction facility.

We provide scheduled collections to suit you and one-off collections, as and when required.

WE GUARANTEE
TO DESTROY YOUR
CONFIDENTIAL
WASTE WITHIN
24 HOURS OF
COLLECTING IT

EXCEEDING INDUSTRY STANDARDS

- » Member of the BSIA (British Security Industry Association)
- » ISO 9001 and ISO 14001 accredited business processes
- » Staff security screening to BS7858

ENVIRONMENTALLY SOUND

We securely recycle all the paper we collect. For other types of material, such as plastic, we incinerate the shredded material and recover energy from it.

CUSTOMER SERVICE

We serve over 40,000 business customers across the country and we strive to deliver excellence at all times.





SECURITY SACK SERVICE

Size: 18kg capacity

SITA UK's security sacks are made of robust double thickness woven polypropylene and have brass eyelet holes at the mouth. This allows a numbered security seal to be passed through, securing the sack completely.

Key benefits:

- » Easy to store
- » Lightweight
- » Durable
- » Securely sealed
- » Designed to meet Certificate of Europe standards



CONFI-BIN SERVICE

Size: 120 litres

Our confi-bin has a patented design and a letterbox-type slot for loose-leaf papers. We provide a full-for-empty exchange service.

Key benefits:

- » Secure
- » Lockable
- » Durable
- » Excellent design



ENVIRONMENTALLY SOUND -
WE SECURELY RECYCLE ALL
THE PAPER WE SHRED

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