



SECURE SHREDDING

# SECURE DOCUMENT DESTRUCTION WITHOUT A SHRED OF RISK

Secure • Compliant • Recycled

# YOUR INFORMATION IS AN ASSET DON'T LET IT BECOME A LIABILITY

## These days no-one can afford a throwaway attitude to information disposal

Ever-more stringent data protection legislation means companies face increasingly heavy penalties if they do not adequately safeguard data. Iron Mountain can help you take the risk and hassle out of the whole process. We can collect documents, hard drives, DVDs and CDs that are no longer required and securely transport them to one of our secure shredding facilities located throughout the UK. All documents and media are destroyed and we recycle 100% of paper records.

With Iron Mountain you can protect your business, and reduce your impact on the environment.

### DESTROY, DON'T DISCARD

When you simply discard or recycle your business paperwork without an established secure destruction programme, you risk your business information being intercepted and inadvertently disclosed, with consequences for your brand and reputation.

While in-house shredding is an option, it poses problems. It eats up valuable time and effort, and there's a danger that staff are unaware of all compliance issues – not to mention the health and safety risks.

Iron Mountain can help you overcome these challenges with a secure destruction programme, including vetted and uniformed staff, highly secure transportation and a secure chain of custody from collection to destruction.

### SHREDDING WITHOUT CUTTING CORNERS


Iron Mountain offers a complete end-to-end service with security at every stage. Whether you need daily or weekly collections, or periodic clear-outs, we'll work with you to design and implement a secure destruction programme to suit your business.

- Day-to-day service: A hassle-free service with locked disposal consoles sited in your office, which we collect at regular intervals. Simply place all your documents in the console as part of your secure destruction programme. We do the rest.
- Periodic clear-outs: We can visit your office to collect and destroy all documents, DVDs, CDs and hard drives that you are no longer required to keep.

We shred every document to BSIA standard EN 15713: 2009 level 4 / BS8470 level 4.

**"We safeguard your valuable business information."**

**"We shred every document to BS8470 Level 4."**



**Our network of secure shredding sites gives you full coverage across the UK and Ireland**

**Industry leading security at every stage of the process**

**We provide a certificate of destruction and an auditable chain of custody**

**100% recycling policy for every document we shred**

### STAY COMPLIANT, GET CERTIFIED

The Information Commissioner's Office is now authorised to levy fines of up to £500,000 for serious breaches of the Data Protection Act. You can be penalised for disposing of information too soon, keeping it too long or failing to provide documented evidence of disposal. Under the legislation, hard drives, CDs and DVDs must also be securely destroyed.

You need to ensure data compliance through every stage of the shredding process. We can help you identify the types of information that need to be destroyed and when.

Iron Mountain provides a certificate of destruction and an auditable chain of custody, in accordance with the Data Protection Act.

**"We provide an auditable chain of custody."**

### SHRED, THEN RECYCLE

Did you know it takes 17 trees and 26,500 litres of water to manufacture one tonne of paper? Or that, when discarded, the same tonne of paper will occupy three cubic metres of landfill?

At Iron Mountain we shred over 52,000 tonnes of paper a year for recycling. That's a lot of trees and water saved, and a lot less land filled.

You can monitor the positive impact of your paper recycling through our green report, which demonstrates your secure destruction programme is reducing your environmental impact.

**"We shred 52,000 tonnes of paper every year for recycling."**

**£500,000**

The maximum fine for contravening data protection legislation.

Source: Information Commissioner's Office

**41%**

The number of companies reporting data security breaches.

Source: Delphi Group

**100,000**

The number of victims of identity fraud in the UK in 2009.

Source: Home Office

**£1.2 billion**

The annual cost of identity fraud to the UK economy.

Source: Home Office

# MANAGE YOUR INFORMATION BEFORE THE END OF ITS LIFE

Iron Mountain is about more than just secure shredding services. We can help you take care of your information at every stage of its life, cut costs and improve efficiencies.



**ANALYSE AND ADVISE**



**STORE AND PROTECT**



**SCAN AND DIGITISE**



**FLEXIBLE ACCESS**



**SECURE DESTRUCTION**

## A PARTNER YOU CAN TRUST

Whatever your size or sector, we offer excellent service built on these key principles:

### TRUST

For over 58 years, we have been the trusted partner of companies large and small. We operate from more than 1000 facilities worldwide.

### SECURITY

With our secure facilities, vetted teams and optimised processes, your information is always in safe hands.

### EXPERTISE

Our strength and depth of knowledge is embedded within our people, processes and technologies.

Understanding compliance challenges enables us to help you get the most from your information assets while reducing costs.

### CUSTOMER FOCUS

Our commitment to service excellence gives you 24-hour support every day.

### SUSTAINABILITY

By helping you reduce the information you need to keep and recycling what you don't, we can help you fulfil your own sustainability commitments.

## CALL US TODAY

For more information on secure shredding and advice on how Iron Mountain can help with your information management, please visit [www.ironmountain.co.uk](http://www.ironmountain.co.uk) or call 0800 270 270.



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