



SHREDALL | SDS
Group

Total Information Management



CREDENTIALS

HIGH SECURITY SHREDDING
CONFIDENTIAL SHREDDING
PRODUCT DESTRUCTION
HARD DRIVE SHREDDING

DOCUMENT SCANNING
DIGITISING
ONLINE HOSTING
SCAN ON DEMAND

DOCUMENT STORAGE
BACK UP TAPE ROTATION
MEDIA AND DEED VAULT
RECORDS MANAGEMENT

PAPER RECYCLING
PRINT RECYCLING
OFFICE RECYCLING
PRODUCT RECYCLING







Thank YOU

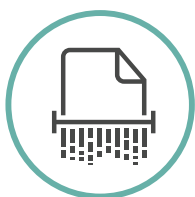
for approaching Shredall
SDS Group regarding the
information management
of your confidential data.

From data scanning and storage
through to secure destruction and
recycling, we provide a complete
information management service.



About the **Shredall SDS Group**

Shredall SDS Group provides a complete information management service, from shredding and recycling to document storage and scanning. We offer nationwide coverage and have grown to become the largest independently owned business in our sector.



SHREDDING



STORAGE



SCANNING



RECYCLING

Our founder, Lloyd Williams, started the business in 1997 in response to the number of high-profile information security breaches reported by the media.

We destroy confidential documents, computer hard drives and unused products; scan files to create space-saving digital archives; and provide hard-copy storage and media vault services. Our secure, state-of-the-art depot currently houses over 5 million items.

An exceptional service

Today, we have served over 15,000 satisfied clients in the UK and fulfilled contracts for corporations worldwide. Years of experience working with companies in all sectors have given us a thorough understanding of client needs and compliance issues, and our capabilities and processes are the best in our industry.

We're also proud to remain a family-run organisation and stay true to our core values. We prioritise customer service and work hard to build lasting, mutually beneficial relationships with all our clients.

GDPR compliance

GDPR has made crucial changes to the way in which you store and access your files. With shorter timescales for subject access requests, stricter requirements for storing data and harsher punishments for data breaches, you need to know the precise location of every record to remain compliant and enable fast, secure retrieval.

Shredall SDS Group is compliant with the new GDPR standard, and we want to ensure our customers are too. If you're unsure about the legislation and how it affects you, we'll be happy to review your processes and share our recommendations.



Compliance is something we will never compromise on. We are proud to meet the highest standards of compliance for our industry. As well as investing heavily in mandatory initiatives, we also work with our clients across various sectors to understand the specific demands of their industry.



Our promise to you

Our excellent history with applicable enforcement agencies such as the HSE, ICO, EA or SEPA, shows that there have been no compliance incidents to date, and we work tirelessly to keep it that way. We have also acquired a whole host of awards and nominations, both locally and nationally.

Multiple Award Winning Company with the Highest of Standards





We take strict measures to ensure our data shredding, document storage and scanning facilities are protected against fire, flood and theft.



High security as standard

The security of your documents and data is of paramount importance. We have invested heavily in our facilities, processes, security systems and staff training to ensure we maintain the highest levels of security at all times.

Our facilities



We take strict measures to ensure our data shredding, document storage and scanning facilities are protected against fire, flood and theft.

Fire detection systems, designed in conjunction with a fire safety consultant and our insurer, are fitted at each site and are linked to local fire stations via BT's Redcare service. All our depots are standalone facilities with temperature and humidity controls in high security zones. To date there have been no incidences of fire, flood or burglary, and no breaches of security.

Our sites are as secure as possible against theft, burglary, vandalism, terrorism and other criminal acts. They are protected by intruder alarms, linked to police stations via Redcare, and monitored by 24-hour CCTV. Buildings are entered via a Paxton-controlled door-entry system and can only be accessed by our fully vetted and DBS-checked staff. All visitors are accompanied onsite and all contractors must go through our contractor management system.

Our people

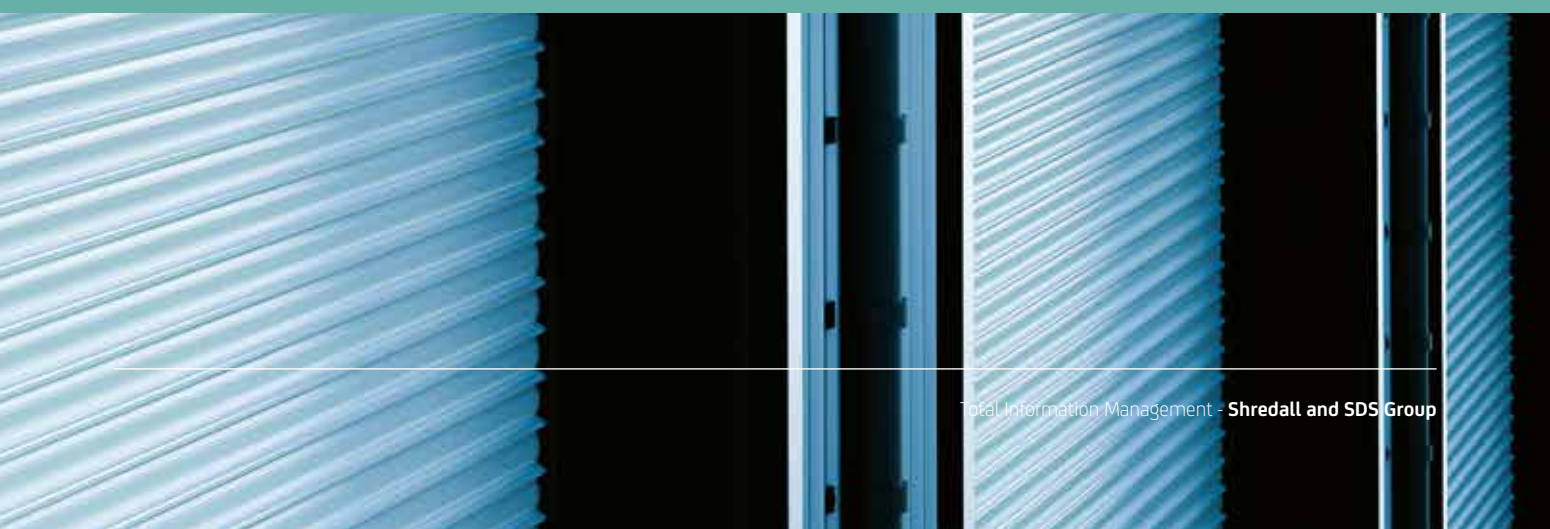


All our team members go through rigorous security checks to comply with BS 7858. Before a candidate is employed, we ask them to provide proof of identity and three references, as well as undertake a DBS check and a ten-year career history check.

Our vehicles



We never use third-party couriers to make collections or deliveries. Instead, we use our own DBS-checked drivers and a customised fleet of secure vehicles. Our mobile shredding machines are mounted onto MDX Shred Tech vehicles, which are the most secure vehicles in the world and are approved by both CPNI and the Ministry of Defence.



Our Process

DISCOVER

To begin, we like to learn more about your business. We will arrange a meeting or phone call to discuss your requirements and gather the information we need.





1. ENGAGE

Here we think about everything that needs to go into your project and plan how we create a bespoke service which best suits your requirements. We will have a follow-up discussion to finalise service details and timeframes before drawing up a GDPR compliant contract.



2. COLLABORATE

We will roll out the service level agreement. Our friendly, uniformed and security vetted team members will implement systems to fulfil the previously agreed project plan. Our secure vehicles are tracked for extra reassurance. Our attention to detail means you can rest assured your confidential information and important records are in excellent hands.



3. MANAGE

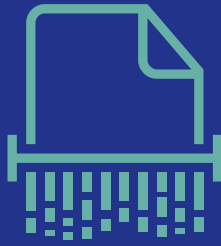
We use barcode scanning and our own bespoke software to provide a complete audit trail, from the moment your confidential information leave your site right up to the final invoice. This means we can track your information and know where it is at all times. Management and Environmental information can be supplied on request which gives a detailed insight into your service provided.



4. SUPPORT

We work to build long-term relationships with all our customers. We assign an experienced Account Manager to all customers, who will be your main point of contact throughout the time we work together. Should your requirements change, or if you have anything you would like to discuss, our Account Manager's are both easily contactable and pro-active making sure you have the correct service that best suits your information management needs.





Confidential high security document shredding

If your business handles personal or sensitive data, you have a responsibility to keep it safe from identity theft and data breaches.

As one of the UK's leading document shredding companies, we offer a fully compliant and confidential shredding service. Our industrial shredders can also destroy media formats, products, uniforms, x-rays and IT equipment.

We can shred paper on site at your premises or off site at one of our secure depots. We can provide a choice of sacks, consoles, bins and roll on roll off containers to collect waste documents, and you can book ad-hoc collections or a regular, scheduled service.

On-site shredding

Many clients opt for the added reassurance of on-site shredding, where we arrive with one of our custom built mobile shredding vehicles at your site or office and you can witness your confidential documents being destroyed first hand.

We can make regular, scheduled visits, or you can book one-off services as and when needed. It's completely secure and you'll be given a certificate of destruction right there and then.

Our on-site shredding processes comply with BS EN15713 Secure Destruction of Confidential Material. This is the standard specified by the British Security Industry Association (BSIA), and covers security levels, vetting of employees (to BS 7858), customer contracts, and recycling.

Our 18-tonne MDX and MDS mobile shredding machines are the most advanced vehicles of their kind globally. The shredders are mounted on our purpose-built MDX Shred Tech vehicle's, which are considered to be the most secure vehicles in the world and are approved by both CPNI and the Ministry of Defence.

In standard high-security mode, the machines meet EN15713 security level 3, suitable for most sensitive or confidential information, and produce cross-cut strips of 16mm. In ultra-high-security mode, the machines meet the requirements of EN15713 security level 6, suitable for confidential and top-secret data that, if disclosed, could have severe consequences. The cross-cut action reduces paper to 2mm strips or pieces with a maximum surface area of 320mm².






Off-site shredding

Off-site shredding, where we collect and transport waste to be shredded at our depot, is a secure, cost-effective way to safely destroy confidential waste.

We transport the waste to one of our state-of-the-art depots and all paper is shredded within 24 hours. Our industry leading cross-cut shredder's have increased shredding capabilities to 320 tonnes per day, making it more environmentally friendly and extremely cost effective. Once all materials have been destroyed, we'll issue a certificate of destruction, which is a minimum requirement for anyone disposing of confidential waste and should be held on file for six years. Finally, the shredded waste is baled and recycled within the UK.

You can have complete confidence in our security measures once the waste leaves your site. As well as providing a full audit trail, we also invite you to visit us at any time without an appointment.

A large, industrial-grade shredder machine, primarily grey with yellow safety accents. The brand name 'Vecoplan' is visible on a yellow panel. The machine is situated in a dark industrial environment with overhead lighting. The background shows a complex structure of blue and yellow metal beams.

**Data confidentiality is paramount.
That's why we invest in training our
people, refining our processes and
using the most efficient, most secure
equipment available today.**

Product Guide

We offer a range of lockable bins, secure consoles, paper waste bins and sacks to store waste in before shredding or recycling. For extra security and a more discreet appearance, we can also order wooden security consoles to match your office furniture.

We also offer roll-on roll-off skips and container hire, providing a secure, cost-efficient solution for businesses looking to remove large volumes of confidential waste. These containers can also be supplied for non-confidential waste, such as general office, print and bulk waste, and allow you to remove 10-50 tonnes of material in one visit.

Lockable Consoles



Beech Console

Material: Wooden
Height: 850mm
Width: 555mm
Length: 400mm
Colour: Beech
Lockable: Yes
Paper Slot: Yes



Grey Console

Material: Wooden/Metal
Height: 890mm
Width: 380mm
Length: 490mm
Colour: Grey
Lockable: Yes
Paper Slot: Yes



Maple Console

Material: Wooden
Height: 850mm
Width: 555mm
Length: 400mm
Colour: Maple
Lockable: Yes
Paper Slot: Yes



White Console

Material: Wooden
Height: 850mm
Width: 540mm
Length: 390mm
Colour: White
Lockable: Yes
Paper Slot: Yes

Confidential Sacks



Polypropylene Sack

Material: Polypropylene
Capacity: 25kg



Paper Sack

Material: Paper
Capacity: 25kg



Lockable Bins



120Ltr Wheelie Bin

Material: Plastic
 Height: 960mm
 Width: 480mm
 Length: 540mm
 Colour: Blue
 Lockable: Yes
 Paper Slot: Yes



240Ltr Wheelie Bin

Material: Plastic
 Height: 1050mm
 Width: 590mm
 Length: 720mm
 Colour: Blue
 Lockable: Yes
 Paper Slot: Yes



660Ltr Wheelie Bin

Material: Plastic
 Height: 1200mm
 Width: 1230mm
 Length: 770mm
 Colour: Blue
 Lockable: Yes
 Paper Slot: Yes



1100Ltr Wheelie Bin

Material: Plastic
 Height: 1400mm
 Width: 1200mm
 Length: 1070mm
 Colour: Blue
 Lockable: Yes
 Paper Slot: Yes

Roll-on Roll-off Skip & Container Hire



Roll-On Roll-Off Skip

Material: Steel
 Height: 2.4m, 2.7m, 2.8m
 Width: 2.5m, 2.5m, 2m
 Length: 6.0m
 Colour: Blue
 Lockable: Yes
 Paper Slot: No

Waste Paper Bin



Waste Paper Bin

Material: Cardboard
 Height: 760mm
 Width: 381mm
 Length: 305mm
 Colour: White
 Lockable: No
 Paper Slot: Yes



Document storage

In this age of information, we're relying on more data and documents than ever before. Whether your business keeps paper copies, digital records, or a combination of both, document management and storage is likely to be an ongoing issue.

SDS Document Storage offer safe and secure storage in state-of-the-art archive and vault facilities.

We can help you keep records safe and easy to access, free up office space and save valuable time on administration. Our records management services include tracked and indexed hard-copy storage, media vault services and backup tape facilities.

Storage boxes

You can choose to use your own document storage boxes, or we can supply them to you. Our archive boxes are extremely durable and can store all types of files.

Tracking and indexing

Our document indexing service saves you time and hassle. Our friendly, fully vetted staff will provide a full inventory of your records together with a full audit trail. Each box will be barcoded and scanned so we can track your documents through all stages of the transportation, delivery and retrieval process.

Off-site storage

Our archive facilities let you store documents securely off site. We take strict measures to protect our sites against fire and theft. All our sites have intruder and fire alarms, linked to police and fire stations via BT's Redcare service, plus 24-hour CCTV. Buildings are entered via a Paxton- controlled door-entry system and can only be accessed by our fully vetted and DBS-checked staff. All visitors are accompanied onsite and all contractors must go through our contractor management system.

**Working with organisations
across the UK, we currently
store over 5 million
documents at our
state-of-the-art storage
facility.**





Document retrieval

You can order files and boxes back at any time by emailing us or using our online ordering system. We collect and deliver documents across the UK, either the same day, next day or as part of a regular, scheduled service. When you've finished working with a file or box, we'll collect it and return it to its original location.

Scan on demand

If you need urgent access to a document we hold within our depots, we can convert it into a digital file and send it to you securely, in minutes. This system keeps digital conversion costs to a minimum, while giving you as much or as little access to your files as you need.

UK-wide collection and delivery

Our customised fleet of vehicles will securely transport documents to and from your offices, right across the UK. All our friendly and courteous drivers have been security vetted to BS7858:2012 and are DBS checked.



Document scanning and digitising

Our digital transformation and scanning service convert bulky paper documents into a convenient, space-saving electronic archive. Document scanning is cost efficient, takes up very little space, and it makes organising and retrieving files quick and easy.

As document scanning specialists, SDS provide comprehensive electronic archiving solutions for a wide range of public and private sector organisations. Our scanning bureau is equipped with the latest industry-leading scanning equipment, which produces clear, high-quality digital reproductions of your documents, extremely quickly. Our document-management software then lets you retrieve files in seconds.

Day-forward scanning

With day-forward scanning, you choose a launch date and scan everything from that day forward. Documents prior to the launch date remain on paper, while everything forward of the selected date is converted to an electronic format. This is the most cost effective method of scanning and provides an efficient way to keep on top of records management for the future.

Bulk scanning

With our bulk scanning service, we collect and convert all your documents into electronic files to create a complete digital archive solution. Bulk scanning frees up space at your site and saves you money on storage costs, as all paper is made redundant. You also get fast, desktop access to any of your files, as well as the security of having them saved online.

A 2001 white paper by the International Data Corporation stated that on average workers spent 2.5 hours per day – roughly 30% of their time at work looking for documents. In 2012, the same authors found that very little had changed.

By digitising important records, you can locate and retrieve your files in seconds, without leaving your desk.





Recycling

Like many organisations today, we're aware of the need to reduce our environmental impact. We're committed to making sure that none of the waste we collect or create goes to landfill, and we're proud that 100% of the paper we shred is recycled.

All paper and cardboard is baled at our recycling depots and sent to an environmentally approved and accredited mill in the United Kingdom, where it's made into tissue products and new packaging material.

We also recycle electronic waste, which is sent on to our WEEE-approved recycling partner.

Bulk recycling

Our bulk recycling service is an ideal way to clear office space and securely dispose of unwanted cardboard, print and packaging. You may want a single ad-hoc collection or something more regular – no matter how much cardboard or print waste you generate, we'll help you find the collection method that's most convenient and cost-efficient for you.

**In keeping with our ISO
14001 accreditation,
we recycle 100% of
paper waste.**



SHREDALL | SDS

Group

Brands we've worked with







Case studies

Appendix 1 - Nationwide Records Management and Data Destruction Project

The challenge

Our client, a national solicitor and the largest law firm in the Midlands, had already been using Shredall for six years, but wanted to audit their document storage and shredding to ensure they were getting the most efficient, reliable service for the best value for money. Due to the sensitive nature of their records, security and compliance were paramount. And, being a family-run business originally, they wanted a familiar voice on the end of the phone and a partner company that cared about their needs.

The solution

Shredall SDS Group are a perfect match for the firm. We pride ourselves on offering a friendly service and don't use call centres, preferring to get to know our clients personally. Our client had always been impressed with Shredall's service, so a fresh audit gave us an opportunity to build on the partnership.

After a full audit, Shredall SDS Group helped the law firm achieve complete compliance with current Data Protection legislation, by shredding all of their confidential waste on site in one of Shredall's mobile shredding trucks. This means the firm is not open to large fines from the ICO.

Each of the 160 waste bins, which also match the colour of the firm's office furniture, is locked. They're emptied once a week at some branches and fortnightly at others, with all shredded waste being recycled.

The result

Staff across all offices have been impressed with our services and have seen a big benefit in choosing a single supplier to take care of all their document management requirements. Better still, our web-based archive gives staff near-instant access to documents, meaning that with just a username and password they can access everything they need to work on a case.

“

We like the fact that when we call Shredall we speak to someone we know every time. They also introduced us to their sister company, SDS Document Storage and Scanning. They now store all our confidential paper, which is over 50,000 boxes. Once they've had their seven-year shelf-life period, Shredall can destroy them for us.

We previously used another supplier to destroy our confidential waste and a different supplier to store our confidential documents, but we were looking for one company to store and shred the significant amounts of paper we produce. Shredall and SDS are much more responsive and reliable.”

Head of Facilities, National Solicitors



Case studies

Appendix 2 - Nationwide Records Management Project

The challenge

SDS was approached by a national financial services corporation. Over the last 10 years, the firm had grown at a rapid rate to become one of the largest financial services in the UK, with over 500 high-street stores across the UK.

Having expanded so quickly, they needed to strengthen their records management process to better support the business. Storage was an issue: each store had very minimal storage, with customer records filling any available space. There were also no restrictions on who could access the documents. This posed a huge information security risk. Most of the records contained personal identifiable information, which our client had a duty of care to protect.

In addition, the lack of organised storage meant retrieving files was labour intensive and time consuming. With no indexing or cataloguing system, it was near impossible to track and retrieve records quickly. This was affecting the time taken to process and deal with customer enquiries, negatively impacting on customer relations.

The solution

We began by drawing up a document to define the client's requirements and the scope of the project. This captured the number of boxes the needed to be collected from each store, the timescales for collection and the indexing criteria required, and the project delivery and end date.

Our client was very clear with their service requirements. The boxes had to be collected and transported to SDS on the same day, with no third-party used to help facilitate the project.

We began by making collections throughout the UK. From Aberdeen to Penzance, plus Northern Ireland, there wasn't a single UK high street our vehicles didn't pass through. Once the boxes were collected, each box was indexed, validated and scanned to its shelf location in our records centre.

Part of the project involved training the staff on how to retrieve their items using our online portal. Each time they requested a customer file, we scanned it and uploaded it to the portal for instant retrieval. As well as speeding up processes, this approach also reduced the amount of paper in store.

The result

The new document management process means customer records are now secure, organised and easy to retrieve. With the paperless and paper-light generation upon us, we included document scanning as part of the project. This service frees up storage space and allows staff to locate and view digital files in seconds. As well as allowing the company to handle customer enquiries faster, it also improves operational efficiency.

We also implemented a policy for the secure destruction of expired files. This is handled by our sister company Shredall, who also recycle 100% of paper waste.

“

Our new process is now secure, organised and much faster - we can't thank Shredall SDS Group enough for such fantastic work carried out in such a professional manner, they are obliging, personable, have knowledgeable staff and offer an excellent service.”

Facilities Manager, Financial Services Corporation



Case studies

Appendix 3 - Nationwide Document Scanning and Indexing Project

The challenge

Our client, a financial services company, had grown dramatically over 15 years, from one office to 400. Having grown so quickly, they hadn't put a document storage policy in place, instead leaving each office to manage their own archive.

As well as causing issues with legal requirements, the lack of organisation was making it difficult to find client files. There was no retention or destruction policy, and files were stored in damp basements and other unsuitable areas, causing safety and security issues.

The solution

To assess the situation, SDS sent each branch a questionnaire to find out how many files they held and of what quality, plus the location, parking availability and access times.

We collected 20,000 files and boxes in total, using our specialist barcoding software to record and track the whereabouts of each one at all times. Once the boxes arrived at our storage facility we moved them to our indexing department, where all files were fully indexed, and the data uploaded onto our online portal.

The result

“

Our indexing service has completely transformed the way our company works day to day. Not only do we have a tidier working environment, we're also able to retrieve any file quickly and easily using the SDS scan-on-demand service. More importantly, we now have complete confidence that our data is protected and we are fully compliant.”

Group Facilities Director, Financial Services Company



Case studies

Appendix 4 - Nationwide Product Destruction and Recycling Project

The challenge

Paper and electronic media are no longer considered the only source of confidential information. More and more business are beginning to adopt shredding procedures for the disposal of textiles such as fashion clothing and uniforms. Shredall Recycling were approached by a high end fashion designer brand, who had been acquired by a larger worldwide fashion house. They had been instructed to ensure over 600,000 items of clothing were confidentially shredded on-site as a rebrand take over. Our clients motive was to securely destroy garments, protect the exclusivity of the brand, use a company with high standards of compliance, ensure they are trustworthy and recycle the bi-product where possible.

The solution

Shredall has a wealth of experience when it comes to textile shredding, using our high quality industrial shredders to securely destroy clothing, uniforms and other garments in an efficient and sustainable manner. Shredall SDS Group invest heavily in mandatory initiatives, we meet industry and international standards, we worked with our client to understand the specific demands of their industry and ensure we had the correct compliance in place.

Shredall Recycling began by drawing up a diary plan to confidentially destroy on-site over 600,000 items, each item had to be located, barcode scanned and removed from the clients internal system. Shredall organised a weekly visit to the customers premises to destroy the items on-site, whilst separating and collecting cardboard and plastics to be recycled individually.

Our client requested for on-site shredding for the added reassurance of total confidentiality. They were able to witness their products being destroyed first hand on their premises. Our on-site shredding service meets government, DIN and European standards. Our high security 18 tonne MDX and MDS mobile shredding machines are fast, efficient and calibrated to shred 3000kg per hour, we were able to process over 6,000kgs of material per visit.

Once the items had been shredded on-site, the shredded clothing products were baled and recycled in line with the European standard of compliance. The whole destruction process was assessed first hand by the client, as part of NAID (AAA) Certification which Shredall adheres to.

How else were they recycled?

Just like paper, textiles are also highly recyclable resources and at Shredall Recycling we are committed to running an environmentally friendly, ethical business. This is represented by our ISO 14001 accreditation, which means that that we meet the international standard for establishing an environmental management system. Wherever possible we ensure that any shredded textile materials are recycled, for this particular material we were able to reutilize the shredded waste into various cotton materials.

The result

Now these items have been destroyed confidentially our client can be confident that all items will never be seen again, they will not be sold on internet selling sites and the re-brand can continue without any worries about their brand reputation.

“

The speed and quality of the service received was excellent. The level of flexibility showed by Shredall was first class. This was an unusual project made much easier by Shredall's commitment to providing a personal and high-security shredding service. Protecting our brand and products from fraudulent resale and illegal saturation was paramount to this project and we feel Shredall went above and beyond to make this happen. Knowing the items are recycled too is comforting and fits into our brand beliefs and core ethics.”

SHREDALL | SDS

Group

Shredall SDS Nottingham

Joy House
Bestwood Business Park
Park Road
Bestwood Village
Nottingham, NG6 8TQ

T: 0115 896 0860

Shredall SDS London

88 Wood Street
10th - 11th Floor
London, EC2V 7RS

T: 0207 225 2555

Shredall SDS Scotland

Larkhall Industrial Estate
Larkhall
South Lanarkshire
Scotland, ML9 2PA

T: 01698 907 013

Shredall SDS Birmingham

Eleven Brindley Place
2 Brunswick Square
Birmingham
West Midlands, B1 2LP

T: 0121 227 5788

Nationwide Service:

03333 555 100

shredall.co.uk

info@shredall.co.uk

sds-storage.co.uk

info@sds-stoarge.co.uk

sds-scanning.co.uk

info@sds-scanning.co.uk