



SHREDALL | SDS
Group

**Total
Information
Management**

GDPR

ARE YOU
COMPLIANT?

**A REGULATION WITH THE
BIGGEST CHANGES TO DATA
PROTECTION LAWS HAS NOW
BEEN ENFORCED**

What is GDPR?

GDPR has replaced the Data Protection Act, a legislation which had been in force since 1998 to control the way information is handled and to give legal rights to people who have information stored about them.



Who does the new data protection regulations affect?

GDPR is an EU directive, affecting all businesses within the EU and UK. GDPR also applies to businesses outside these areas who carry EU and UK data. For the UK, GDPR will continue to apply after the pending withdrawal from the EU.

Higher penalties for non-compliance

Businesses face substantial fines and penalties mandated by GDPR for non-compliance with the regulation. There are two tiers of fines: Up to £10 million or 2% of annual global turnover (revenue) of the previous year, whichever is higher and up to £20 million or 4% of annual global turnover, whichever is greater.

SECURITY SOLUTIONS FOR 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, it's vital that you know exactly where each and every record you hold is stored to ensure compliance and enable fast, secure retrieval.

With loss and theft of paperwork, insecure file storage, improper disposal and data sent to the

wrong recipient recorded by the ICO as some of the biggest data breach risks, it's clear that the secure storage, access and destruction of documents are key areas to confront.

Shredall SDS Group is compliant with the new GDPR standard, and we want to ensure that our customers are too. We recommend that businesses review their existing information management processes, including how their sensitive information is stored and disposed of.

SDS | **Document Storage**

GDPR-COMPLIANT STORAGE, INDEXING & CATALOGUING SERVICES

While much of GDPR focuses on digital security threats, it's important not to forget about the potential risks posed by physical documents. It's vital for compliance that personal data in paper format isn't left insecure. Storing confidential files offsite in a dedicated, secure facility ensures that documents are properly locked away with limited access.


Designed to securely store millions of physical documents, our archive facilities prevent loss, theft and forgotten data. Physical and electronic safety measures provide protection against fire, flood and theft, while advanced indexing and tracking software simplifies retention, speeds up retrieval and creates a full audit trail.

Our storage services allow you to comply with the GDPR, whilst also saving you valuable time and freeing up office space. We already offer full-service records management to businesses in a range of industries across the UK. Your documents will be indexed by fully vetted staff, giving you a complete

inventory that you can track from transportation through to delivery and retrieval.

Our archive facilities are state-of-the-art, ensuring that your client's data is fully protected. All our sites have intruder and fire alarms, linked to police stations, as well as 24-hour CCTV surveillance. In addition, our staff have been vetted for total security and will accompany every visitor to our site to ensure there is no breach of our facilities.

In previous years, simple box-level storage allowed for each box to hold a number of records and be broadly catalogued according to a from/to sequence or by admittance date. GDPR, however, supports the good practice of all individual records to be identifiable, making accurate file listings for all records a critical endeavour. Fortunately, our efficient, secure file-level indexing service not only ensures that you know exactly where each and every file is stored, but it also improves the speed of data retrieval operations and helps you to retrieve individual files with ease.



Using the latest document scanning equipment, SDS Document Scanning can quickly and confidentially convert your paper documents into high-quality digital files. You can then locate and retrieve your files in seconds, without leaving your desk.

SDS | Document Scanning

SECURE SCANNING & SCAN ON DEMAND

Scanning and digitisation heightens document security whilst also improving ease of access and tracking for authorised users. Indexed as required and stored in a secure online database, expertly performed digitisation reduces the likelihood of personal data being lost, stolen or forgotten. All three of these risks are major, but the latter issue is key. With GDPR setting out new rules on legal time limits for retaining personal data, organisations need to have a tight grasp on the legal retention period of each piece of personal data they have in their possession. Digitised files and our advanced tracking and retrieval software makes it easier to keep track of legal retention periods.

SDS Document Scanning runs an on-demand scanning service that is a cost-effective way to manage documents in line with the GDPR requirements. We can scan as many of your documents as you need access to in the future, then store your paper records in our warehouse, ready to be retrieved as necessary.

After scanning, we will convert your document into a digital file and set up a secure online portal for you to access it through. Our document scanning service provides a faster and safer way of retrieving personal data in the event of a data subject requirement.

Our scan on demand service allows you to act fast on subject access requests. It makes archived records quickly available to the subject access requestor within the new 30 day timeframe. We also offer standard next day delivery service for all records stored with us.

GDPR specifies that personal information must be securely deleted once it is no longer required for the purpose it was originally obtained for. Organisations must, therefore, ensure that confidentiality and compliance is maintained to the very end.

How Shredall can help your business comply



SHREDALL™ | Shredding

CONFIDENTIAL, COMPLIANT DATA DESTRUCTION AND RECYCLING

ON-SITE SHREDDING

Shredall offers a secure on-site shredding service:

- 1** You arrange when you'd like us to visit your site or office. We can organise a schedule for regular collections, or simply visit as and when you need us.
- 2** Our fully trained operatives transfer the waste to our custom-built vehicle, then weigh it.
- 3** The destruction process is witnessed by an appropriate person from your company and carried out by our specially trained operative. Our fast, efficient on-site shredding machines can shred around 3,000kg of paper per hour.
- 4** Once all materials have been destroyed we'll issue a certificate of destruction showing the weight and details of the collection. This is a minimum requirement for anyone disposing of confidential waste.
- 5** The shredded waste is then compacted into the rear compartment of the vehicle, locked and transported to our depot, where it will be baled and collected for recycling.
- 6** All of the above is carried out as per BS EN 15713 or equivalent

Our shredding and waste disposal services are an efficient way of dealing with your business's confidential data, it is a secure, cost-effective way to safely destroy confidential waste. 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.



**Shredall SDS Group
lead the market using
innovative solutions,
standards of control
and incorporating
the very best
advancements in
shredding and archive
storage technology.**

OFF-SITE SHREDDING

Shredall offers a secure off-site shredding service:

- 1** You arrange when you'd like us to collect your confidential waste. We can organise a schedule for regular collections, or simply visit as and when you need us.
- 2** Our fully trained operatives scan the barcodes on each receptacle, providing an audit trail that continues until the final invoice. They transfer the waste to our custom-built vehicle, where it's securely locked in the rear.
- 3** Confidential waste is transported to one of our state-of-the-art depots. All paper is shredded within 24 hours at the Shredall premises. Each of our market leading, cross cut, industrial shredders have capability to shred over 100 tonnes per day.
- 4** Once all materials have been destroyed we'll issue a certificate of destruction. This is a minimum requirement for anyone disposing of confidential waste and should be held on file for six years.
- 5** The shredded waste is baled and collected for recycling.
- 6** All of the above is carried out as per BS EN 15713 or equivalent.

THE GDPR WILL AFFECT ALL 'SENSITIVE INFORMATION', WHETHER THAT'S INVOICES, BUSINESS FINANCIALS, CONTRACTS OR DOCUMENTS CONTAINING PASSWORDS AND PIN NUMBERS. ADAPTING TO THESE NEW RULES WILL ALSO REDUCE AN ORGANISATION'S CHANCES OF BUSINESS FRAUD, WHICH IS CURRENTLY ESTIMATED TO COST £144 BILLION IN THE UK.

What will your business need to do?

We recommend that businesses review the way their sensitive information is destroyed after use. Robust policies will need to be put into place and many businesses may find that outsourcing these new measures will be a secure and cost-effective solution. However, it is understandable that some businesses would prefer to have their shredding completed on site for added reassurance.

Nevertheless, the GDPR regulation requires proof that all confidential documents are destroyed, which the average office shredder doesn't provide. For GDPR compliance, a Certification of Destruction will document essential shredding information to ensure the secure disposal of sensitive data.

Ensuring that effective paper-based security protocols are in place is now more important than ever. Take the first step today by reaching out to us by email or by phone.

Our professional shredding services conform to the strict standards of BS EN 15713 Secure Destruction Of Confidential Material, which means that we dispose of confidential waste in a secure, controlled manner; and that our process is regulated by continual external audits to minimise risk.

Shredall SDS Group know how much compliance matters, and it's something we will never compromise on. We aim to meet international and industry standards at all times. 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. We comply to ISO 27001, Cyber Essentials, boast an excellent insurance package (including cyber cover) and have a registered DPO.

For any data protection queries please contact: dataprotection@shredall.co.uk

Get in touch with us today to see how we can help you

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