

SDS | Document Storage

Total Information Management



DOCUMENT STORAGE

BACK-UP TAPE ROTATION

DOCUMENT SCANNING

DEED AND MEDIA VAULT STORAGE

RECORDS MANAGEMENT

CONFIDENTIAL DATA DESTRUCTION

SHREDALL | **SDS**
Group





Shredall SDS Group provides a complete information management service, from shredding and recycling to document storage and scanning.

Leading the way in security and compliance

We offer nationwide coverage and have grown to become the largest independently owned business in our sector. 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.

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.

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.

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.

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



Software and indexing

SDS document management software

Our records-management software, is a simple, affordable web-based system that lets you quickly locate, view and manage your electronic documents, wherever you are in the world.

Among its clever features, the system lets you apply one set of policies to govern access rights, retention periods and destruction protocols, regardless of where the information is stored. This lets you find records faster, reduces the risk of non-compliance and helps lower storage costs.

Hosted in a secure data centre, it's governed by EU data protection laws and meets ISO 27001 (Information Security Standard) requirements.

You can put your trust into SDS Document Storage and know we will put in place optimal protection to maximise the security of your data.

Our online portal lets you:

Log in 24 hours a day from any internet-enabled device.

Order boxes, files and tapes.

Book collections of documents and deliveries of new boxes.

View consignment notes to cross reference with invoices.

Upload files such as Word documents, images and emails and link them to existing scanned or hard copy files.

Find exactly what you're looking for quickly via multiple search options.

Trace every file, box, scanned image or tape, with a full movement history of each item.

Email scanned images and electronic documents to authorised recipients, keeping the transfer of the encrypted file secure.

Know which files need to be returned to off-site storage, with handy email notifications.

Control confidential destruction of expired business records, cutting storage costs.



Web-based access

All your records can be accessed via our online archive. This gives you total control of all documents including physical (media tapes, files and boxes) or electronic (including images, email, Word and Excel files, and PDFs).

Document scanning

Scanning documents lets you store and retrieve documents as electronic files rather than hard-copy documents. Our software lets you scan paper records into the system from your office. Alternatively, we can scan large backlogs of records and make them available in electronic format.

Improved barcode tracking

We use barcode tracking throughout all stages of the retrieval and delivery process. This means we can tell you exactly where your documents are at any time and gives you a full audit trail.

Document indexing

Without effective document indexing, retrieving information can be time consuming and costly. You might need to access information quickly for decision making but be unable to locate it, leading to severe repercussions for your company. Missing files are also extremely costly and difficult to replace.

Indexing and storing records off-site or electronically means there is less chance of files being misplaced and your team will save valuable time looking for records. Having the right documentation to hand quickly also allows you to make timely and better-informed decisions.

Our indexing and document management system allows you to:

Access documents immediately.

Automatically view files as they are indexed via our online portal.

Search by date, number, department, invoice number or document type, or even by inputting a whole phrase.

Improve your chances of locating the right document first time with enhanced data quality – we cleanse data by interpreting abbreviations, running spell checks and identifying missing or potentially incorrect data.



Vault Storage

SDS operates high secure storage vaults, which are dedicated to storing deeds, wills, probates, significant documents, hard drives, back up tapes and discs. We specialise in providing vault storage of significant documents to various industries including legal, banking and insurance in the UK, all of which are barcoded and scanned for easy retrieval. If you need to access your stored items, you are welcome to view documents in our audit room, or they can be returned to you via our cost-effective delivery service.

We take strict measures to protect ourselves and to ensure our facilities are protected against fire, flood and theft.

Our secure storage vaults are:

Protected by fire and burglar alarms linked to police and fire stations via BT's Redcare service.

Temperature and humidity controlled.

Under 24-hour camera surveillance.

Accessed via a Paxton-controlled door-entry system.

Accessible only by our authorised fully vetted and DBS-checked staff.

Back-up tape rotation

SDS back-up tape service includes a simple rotation process for your data, using specialist lockable media transit cases, handled by trained, vetted and uniformed staff, scheduled for your own unique requirements.

SDS Document Storage will deliver your stored data to an agreed location on a scheduled rotation agreed by the customer or if an emergency rotation is required this can also be arranged. Moving your record storage offsite will help you to create a secure risk management plan to protect your business.

Off-site Data Storage Management

Loss of data or hardware failure has a major financial impact on all businesses. Back-up data is essential, and off site data storage should form an important part of your business continuity.

Archive storage boxes

Our flat-pack storage boxes are high quality and durable, providing good protection for your business documents. They can be safely stacked on top of each other and have handles for easy lifting and moving. They also have secure tag holes for additional non tamper security.

Whether you are an existing SDS Document Storage customer needing additional boxes or a non-storage customer requiring boxes for an office or house move, we're happy to help.

Our storage boxes:

Come in a standard size of 1.3 cubic ft, with other sizes also available on request.

Are built to last, with double-walled sides, stapled seams and reinforced handles.

Are security sealed throughout transportation and storage.

Can be delivered anywhere in the UK, with standard next-day delivery to your office.

Are sold in units of 10 boxes and lids.





Our process

Initial Uplift

SDS will provide flatpack boxes and issue/ attach barcodes on arrival at your site. SDS staff will scan each box barcode into their handheld scanner. The scanner will contain a complete record of all boxes leaving the current storage facility for transportation to the SDS storage depot.

A work order will be dated, timed and signed by the SDS driver and an approved member of your team. A duplicate copy of the order will be left with your company. Uplift will be entirely completed by SDS employees operating from secure vehicles.

Arrival at Storage Facility

SDS staff will lift and scan boxes into their storage locations.

A full set of data will be downloaded from the scanner into SDS's software. All boxes will be recorded as 'In' and will be immediately available for retrieval.

An inventory report will be sent to confirm how many boxes are at SDS.

The requests for retrievals will be received via email or the SDS online ordering system.

SDS staff will locate boxes within the warehouse.

SDS staff will scan the files/boxes 'Out'.

SDS driver will deliver files/boxes.

A work order will be signed off by both parties.

SDS Proposes Three Types of Delivery

Next Day Delivery.

Emergency Delivery (Same Day).

Scan on demand - SDS will scan the file and send via email. The user will receive the file electronically directly to their desktop.

End of Life Confidential Destruction

Shredall SDS Group can store your documents and media and at the end of life destroy it securely for you.

A full set of data will be downloaded from the scanner into SDS's software.

All boxes will be recorded as 'In' and will be immediately available for retrieval.



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





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 lorries, which are the most secure vehicles in the world and are approved by both CPNI and the Ministry of Defence.

“

We find SDS to be efficient, professional, friendly and very helpful. On occasions we require retrieval of our boxes in storage urgently, they expedite such requests with speed and respect the urgency at all times. Using the SDS online portal makes the process quick and simple too.”

Document Controller - International Engineering Support



All staff are security screened, inclusive of DBS check and to the standard laid out in BS7858.

Total information management

Shredall SDS Group provide total information management. Whether you need secure off-site storage for legal documents, if you want to free up space by converting paper files to easy-to-use digital records or you need to safely dispose of confidential waste, you can depend on us to keep your information safe and secure.



SHREDALL™ | 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, containers and bins 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 you can witness your confidential documents being destroyed first hand. We arrange an ad-hoc collection or a schedule for regular collections. Our operatives transfer the waste to one of our high-security shredding machines, once the waste has been destroyed, we issue a certificate of destruction and the shredded waste is transported to our depot, where it is baled and collected for recycling.

Off-site shredding

Here, we collect your confidential waste and transport it to one of our state-of-the-art depots, where it is shredded within 24 hours. Each receptacle or container of waste has a barcode, which is scanned at each stage to provide an audit trail that continues until the final invoice. Once all materials have been destroyed we issue a certificate of destruction and the shredded waste is baled and collected for recycling.

We recycle 100% of all paper waste collected in keeping with our ISO 14001 accreditation.

shredall.co.uk



SDS | Document Scanning

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

Our document management software gives added functionality. Optical character recognition (OCR) can extract data from paper records automatically, even reading barcodes and handwriting. We can also classify and index individual documents to create an inventory of your archived records.

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 archiving 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.

sds-scanning.co.uk



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