

**SHREDALL™** | Shredding

# Total Information Management



HIGH SECURITY SHREDDING

CONFIDENTIAL SHREDDING

PRODUCT DESTRUCTION

HARD DRIVE SHREDDING

IT & MEDIA DESTRUCTION

RECYCLING

DOCUMENT & DATA STORAGE

RECORDS MANAGEMENT

DOCUMENT SCANNING

**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.

# Confidential document shredding

All businesses handle personal or sensitive data, everyone has 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, lockable consoles, containers and bins to collect waste documents, and you can book ad-hoc collections or a regular, scheduled service.

## Whatever service you choose, you'll benefit from:

Your own account manager, who will work with you to make sure all your requirements are met.

The reassurance of a full audit trail of confidential waste, from the moment it leaves the building until the final invoice.

DBS-checked and security-vetted (BS7858:2012) operatives, guaranteeing security right from the start of the process.

Excellent environmental credentials, with 100% of paper waste recycled in UK mills.

## On-site shredding

Our on-site shredding service meets government, CPNI, DIN and European Standards. Many clients opt for the added reassurance of on-site shredding where you can witness your confidential documents being destroyed first hand.

### How it works

- 1 We arrange an ad-hoc collection or a schedule for regular collections.
- 2 Our fully trained operatives transfer the waste to one of our high-security MOD-approved shredding machines.
- 3 The destruction process is witnessed by an appropriate person from your company and carried out by our operatives. Our fast, efficient on-site shredding machines can shred around 3,000kg of paper per hour.
- 4 We 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 compacted into the rear compartment of the vehicle, locked and transported to our depot, where it is baled and collected for recycling.



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.



## High security shredding guaranteed

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.

Designed and manufactured by Shred-Tech, 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-1 lorries, 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 320mm<sup>2</sup>.



## 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.**

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.

### How it works

- 1 We arrange an ad-hoc collection or a schedule for regular collections.
- 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 is securely locked in the rear.
- 3 Waste is transported to one of our state-of-the-art depots and is shredded within 24 hours. Our cross-cut industrial shredders can shred over 320 tonnes per day.
- 4 Once all materials have been destroyed we 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.

## How we work

### Scheduled services

Our scheduled shredding service saves you time arranging collections and ensures confidential waste is dealt with quickly. We can arrange regular collections for on and off-site shredding. Collections can be scheduled daily, weekly, fortnightly or every four weeks and you will be given collection dates for the whole year in advance.

### One-off and bulk collections

If you don't have enough waste to arrange a regular scheduled collection, or if you dispose of old records once a year, you can simply book a one-off collection. Our drivers visit most parts of the UK every week, so we can make ad-hoc collections as required.

Whether you run a multinational corporation or a small home-based enterprise, you can rely on us to give you the same prompt, reliable, high-quality service. We can collect all forms of confidential waste in archive boxes, sacks or pallets. For large clear outs, we can also provide roll-on roll-off containers or as many lockable bins as you require, free of charge and for the duration of the job.

### National contracts

Shredall SDS Group is the UK's largest independently owned company in the sector, which enables us to provide nationwide services at very competitive rates. Our locations – our head office and main depot in Nottingham, offices in London and Birmingham, plus second depot in Glasgow – mean we are uniquely positioned to fulfil national contracts.

At the same time we remain the same company in terms of values and outlook as when we started in 1997. We don't operate from a call centre and there is always a friendly, recognisable person at the end of the phone. We spend time getting to know the companies we work with, and find our strong relationships allow us to react quickly to urgent requests and queries.

## Our software

We've developed our software to give a complete audit trail of confidential waste, from the minute it leaves your site right up to the final invoice. Our clients tell us they really appreciate the fact that they can always track their information and know where it is at all times.

Every console, container and bin you fill with waste has a unique barcode number, and all our drivers and operatives have handheld scanning devices. We scan each barcode at every stage in the process, giving you a record of the amount and type of waste, date and time of each service and the name of the driver or operative.

The software can provide a complete history of each container, plus inventory reports. We can tell you how many containers you use on average, and produce environmental reports, showing the positive impact your company is having just by recycling your paper. The software also generates detailed invoices, identifying your activity by department or location.







**Our static cross-cut shredders  
have capability of shredding  
320 tonnes per day.**



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-1 lorries, which are the most secure vehicles in the world and are approved by both CPNI and the Ministry of Defence.

“

We have over 260 branches throughout the UK, and have been using Shredall SDS Group since 2008. I have been approached by numerous other companies but not one of them can compete with them for pricing, service and compliance. In our opinion they are the best in the industry.”

**Facilities Director at a national employment group**

# 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

## Digital data and hard drive disposal

**Failing to dispose of digital records or old IT equipment securely can leave your company in breach of data protection laws as well as vulnerable to data exposure.**

Whatever your line of business, the growing threat of identity fraud means it is now more important than ever to ensure you have a secure method of disposal for hard drives and other electronic information.

Shredall offers a complete WEEE (waste electrical and electronic equipment) destruction service. We can securely collect, shred and recycle all kinds of electronic waste, including hard drives, flash storage, memory cards and laptops.

All waste has a complete audit trail and appropriate duty-of-care paperwork, and we'll issue a certificate of destruction issued for all equipment. We can even produce a barcode validation report should you need one.

### Hard drive destruction

If a hard drive isn't correctly cleansed and reformatted, sensitive data such as employee, customer and product information could still be recovered and used.

Shredall can destroy hard drives on or off site. We use cutting-edge data destruction technology to permanently destroy decommissioned discs, servers and photocopiers, making it impossible to reconstruct and recover the data.

Once destroyed the hard drives are sent to Shredall's UK WEEE-approved partner for recycling. Ferrous and non-ferrous metals are removed before copper-rich materials, printed circuit boards and plastics are taken away to be recycled.

At the same time, we're very mindful of environmental impact, and pledge to recycle all shredded or destroyed material where possible. We recycle 100% of all non-contaminated waste, which is in keeping with our ISO 14001 accreditation.

### Recycle, not reuse

**Shredding is the only way to guarantee your data is safe, so we always advise our customers against selling on IT equipment or parts for reuse or refurbishment.**





# Products, print and textiles

**There are times when safeguarding your data or brand means you need to destroy all kinds of items, from out-of-date or defective products to old uniforms.**

We have the capabilities and specialist equipment to collect and shred or destroy a wide variety of items, in virtually any volume, and keep your brand and reputation intact. You can either deliver to one of our processing depots, or we can arrange secure collection and transportation for you.

Everything will have a full audit trail, and you will receive duty-of-care paperwork for the transportation and disposal of the waste, as well as a certificate of destruction. You are also welcome to oversee the products being destroyed on site, in person or remotely.

## **We can destroy:**

Branded goods.

Uniforms and garments.

ID cards and passes.

Pharmaceuticals and cosmetics packaging.

Contaminated packaging.

Redundant, faulty and out-of-date products.

Counterfeit and confiscated goods.

Marketing material.

Exam papers.

Blank and completed contract forms.

Product samples.

Counterfeit CDs and DVDs.

## **Textiles**

We have extensive experience in helping companies protect their reputation by destroying poor quality, end of line or counterfeit clothing, or commercially sensitive products. Old uniforms can be especially problematic: ID and uniform fraud, where people gain false entry to sites and offices, is one of the most common types of fraud. We work with numerous companies across a variety of sectors to help them safely dispose of branded and out-of-date uniforms.

Our high-quality industrial shredders destroy garments and textiles in an efficient and sustainable manner. Wherever possible, we ensure any shredded textile materials are recycled.

## **Print waste**

We work with many printers, design agencies, creative and marketing agencies to collect, shred and recycle all kinds and all volumes of cardboard, print and packaging waste.

It could be a one-off bulk collection or an ongoing, scheduled service. No matter how much cardboard or print waste you generate, we'll help you find the collection method that's most convenient for you. Our depots are open 16 hours a day, six days a week, meaning we can always handle large volumes of waste.





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



**SHREDALL™** | Recycling

Shredall Recycling recycle **100%** of paper waste, including cardboard. We are committed to making sure that none of the waste we recycle goes to landfill.

Commercial recycling is a crucial part of making sure we all do our bit for the environment. All of the paper that we shred is baled on our site and goes on to be recycled into other paper, tissue and related products.

#### Recycling shredded paper helps to:

Reduce future rainforest destruction.

Reduce energy consumption from the manufacture of new materials.

Reduce the amount of waste going to landfill.

Reduce the emission of gasses like methane into the atmosphere.

Reduce future oil usage.

Reduce future electricity usage.


Shredall collects the paper needed for recycling, shredding it either on-site or off-site. The collected paper is sorted, graded and then wrapped in tight bales and transported to a paper mill.

#### Did you know?

*Recycling 1 tonne of paper saves:*


 19 trees

 35,000 litres of water

 4,500 kwh of electricity  
(enough energy to power the average home for 6 months)

 2.3m<sup>3</sup> of landfill space

 318 litres of oil

 198 toilet rolls



## Total information management

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



### SDS | Document Storage

Whether your business keeps paper copies, digital records, or a combination of both, document management and storage is likely to be an ongoing issue. Our secure document storage service ensures records are safe and easy to access, helps you use space more efficiently and saves valuable time on administration. We work with businesses, legal practices and financial service organisations across the UK and currently hold over 5 million items at our state-of-the-art document storage facilities.

#### Tracking and indexing

We can provide a full inventory of your records, together with a full audit trail. Each archive box will be barcoded and scanned, letting us 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. All our sites have intruder and fire alarms, linked to police and fire stations via BT's Redcare service, plus 24-hour CCTV.

#### Document retrieval

Order files and boxes back at any time by using our simple to use, industry leading, 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.

#### Scan on demand

If you need urgent access to a document we hold at our depot, we can convert it into a digital file and send it to you securely, within 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.

[sds-storage.co.uk](https://sds-storage.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](https://sds-scanning.co.uk)



# 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](http://shredall.co.uk)

[info@shredall.co.uk](mailto:info@shredall.co.uk)

[sds-storage.co.uk](http://sds-storage.co.uk)

[info@sds-stoarge.co.uk](mailto:info@sds-stoarge.co.uk)

[sds-scanning.co.uk](http://sds-scanning.co.uk)

[info@sds-scanning.co.uk](mailto:info@sds-scanning.co.uk)