

Method Statement - Archiving Storage

Date	February 2022	Position	Director
Created By	Daniel Simmons	Review Date	February 2023

Collection	Collections are carried out by team members that have been vetted to industry standard BS7858.
Transportation	<p>A boxed vehicle with alarm and additional locks on storage area. No confidential documents to be left in a vehicle over night.</p> <p>Only company vehicles are to be used for collection.</p> <p>Our waste carrier licence no. CBDU93711</p>
Storage	All archiving is stored in staff only area of the warehouse. CCTV recording 24/7 with a Police monitored intruder alarm rated for EN50131-1.
Time Scale	All archiving is securely transported same day to our site where box numbers and seal numbers are recorded on to our database.
Team Members	<p>All team members carry ID cards wear company uniform and have been vetted before commencement of work to BS7858 which also includes a DBS check. They have also signed a confidentiality agreement.</p> <p>This includes collection team members, warehouse team members, office team and directors.</p>

Signed on Behalf of Cross Cut Shredding Ltd



Daniel Simmons
Director