

Secure archive shredding.

On-demand archive clearances designed to help you stay compliant and securely destroy confidential data.



printwaste
Shredding & Recycling

Archive clearance.

All businesses and organisations have a legal requirement to retain certain types of confidential information for set periods of time.

But, with limited storage space, high rental costs and GDPR now in full force, few want to keep confidential information on-site, unless it's regularly being used. Instead, most businesses turn to archive storage, where they house their data until the retention period ends. Once it's ended, to comply with data regulations, it's essential these archives are securely destroyed – and this is where we come in.

THE TYPES OF CONFIDENTIAL MATERIALS WE SHRED

From financial reports to personnel records, sim cards to hard drives, businesses can quickly accumulate large amounts of confidential materials that need to be stored, and then destroyed, correctly. With this in mind, we collect the following materials for destruction via shredding:



Paper documents



Hard drives and media materials



Branded uniforms, badges and clothing



Credit cards and bank cards



Branded products



Did you know? If you need to sort your files before we shred them, we can supply secure storage bags and containers direct to your door.

MAXIMUM SECURITY, MINIMUM FUSS

- * **Creating more space** - Whether you're relocating, closing up shop or simply having a clear out, we'll help you protect your confidential information and clear the clutter the secure way.
- * **Flexibility** - Wherever your archives are based, whether it's a basement or a storage room, we'll collect from anywhere, and do all the manual work on top.
- * **No limits on quantity** - From a few boxes to a warehouse full, we can collect all volumes of confidential information, whatever the size.
- * **Highly trained and vetted staff** - Our staff are BS7858 security cleared and carefully trained to conduct the sensitive nature of their role.
- * **End-to-end tracking** - We'll track your archives from the moment we collect them to the moment they're destroyed, providing you with a secure and auditable service.
- * **A simple add-on** - Once on-board or if you already have a regularly scheduled service with us, you can simply add an archive clearance, on-demand, whenever you need it.
- * **Proof of compliance** - Once destroyed, you'll receive a Certificate of Destruction to confirm your information is no longer at risk of misuse and that you've disposed of your archives compliantly.
- * **Responsible recycling** - After destroying your confidential information, we'll send the leftover, now non-confidential, shredded materials on for recycling, helping you to contribute towards a circular economy and your own sustainability goals.

FIVE SIMPLE STEPS

- 1 We'll provide you with a free consultation and customised quote tailored to your requirements
- 2 You choose how and when you'd like your archive clearance to take place
- 3 On the agreed date, we'll shred and destroy your confidential information and archived materials
- 4 Once destroyed, you'll receive a Certificate of Destruction to confirm compliance
- 5 Now non-confidential, your shredded materials will be recycled or turned into electricity

Our services:

Sustainable Recycling and Waste Services



Cans & metals



Cardboard



Plastics



Paper cups



Cartons



Hazardous waste



Non-recyclables



Wood



Non-confidential paper



WEEE



Polystyrene



Glass



Office & warehouse clearances

Confidential Shredding Services



Archive clearances



Hard drives & media material



Confidential paper



Branded products, uniforms & clothing

Contact us to find out more about our **Sustainable Recycling** or **Confidential Shredding** services.

Call 01242 588600, email us at info@printwaste.co.uk or visit us at www.printwaste.co.uk



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