

# Strictly confidential.

Taking equal responsibility for ensuring your  
confidential documents stay confidential.



**printwaste**  
Shredding & Recycling

# Confidential paper shredding.

Despite an increasing shift to a more digital way of working, almost all businesses and organisations still produce hard copy confidential documents in one form or another - and it's essential these documents are treated differently to non-confidential ones.

To comply with GDPR, keep this information safe and your reputation intact, they must be securely destroyed after use. But this isn't something you have to sort alone.

At Printwaste, we'll work with you, taking equal responsibility, to ensure any confidential paper you have is securely shredded. In line with both our BS EN 15713 compliance and the DIN 66399 standard, we can shred your documents to any size based on the specific requirements and nature of your confidential information. Whichever option you go for, your paper will be cross cut shredded to an unrecoverable and unidentifiable state, helping to keep your business protected and compliant.

THE TYPES OF CONFIDENTIAL PAPER WE COLLECT AND SHRED:

Examples include (but are not limited to):



Hard copy  
invoices



Financial records



Personnel and  
client records



Contracts, reports  
and business  
documents

A SECURE SERVICE YOU CAN TRUST

- \* **24/7 security** - Our high-security shredding facilities are secure, alarmed and monitored by CCTV, 24 hours a day.
- \* **Specialised vehicles** - Our vehicles are GPS tracked and designed to safely store your confidential documents in transit.
- \* **Highly trained and vetted staff** - Our staff are BS7858 security cleared and carefully trained to conduct the sensitive nature of their role.
- \* **Safe and robust storage solutions** - We'll provide you with secure and tamper-proof containers to store your confidential paper prior to collection.
- \* **End-to-end tracking** - We'll track your documents from the moment we collect them to the moment they're destroyed, providing you with a secure and auditable service.
- \* **Proof of compliance** - Once destroyed, you'll receive a Certificate of Destruction to confirm that your information is no longer at risk of misuse and that you've disposed of your confidential paper compliantly.
- \* **Responsible recycling** - After destroying your confidential information, we'll send the, now non-confidential, shredded paper on for recycling, helping you to contribute towards a circular economy and your own sustainability goals.

GIVING YOU FLEXIBILITY AND CHOICE

To make things as easy as possible your end, we leave it up to you to decide where you'd like your confidential documents to be shredded:



**On-site** – We'll destroy your confidential documents on your own premises, using shredding machinery located on the vehicle



**Off-site** – We'll transport your confidential paper to our high-security shredding facility and destroy it there.



**Did you know?** We offer facility visits to all of our customers, so you can see first-hand what we're doing with your confidential documents and have peace of mind that we're handling them safely.

# 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](mailto:info@printwaste.co.uk) or visit us at [www.printwaste.co.uk](http://www.printwaste.co.uk)



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