

A COMPREHENSIVE SOLUTION

Applying best practices each step of the way, Iron Mountain's approach follows a simple process to ensure the success of our customer's destruction programme. As a trusted partner, Iron Mountain will be with you through every phase of the process:

PHASE 1	PROGRAMME DEVELOPMENT Our consultants will examine your current information destruction policies and requirements. We will then design a customised programme for both local and nationwide needs.
PHASE 2	IMPLEMENTATION PLAN Once the programme has been discussed with you, our operations team will help us to understand and better implement your special requirements. A rollout plan will be outlined.
PHASE 3	EMPLOYEE EDUCATION The programme can only be a success if your employees know of the importance of it working and know how to change their work patterns accordingly. We have developed a series of customisable internal communication tools that will help you to roll out the programme effectively.
PHASE 4	PROGRAMME MONITORING Constant monitoring of the performance of the programme is vital to ensure it still meets your needs. Your account manager will contact you if it becomes apparent that your requirements have changed at any time, so we can amend your programme.
PHASE 5	AUDITING We recommend you establish regular internal audits to ensure that your programme is still on track, and that it is still receiving full support from your employees. We are also always there to provide advice and support.

SECURE INFORMATION DESTRUCTION



Iron Mountain UK:
 Third Floor, Cottons Centre
 Tooley Street, London, SE1 2TT
 United Kingdom

Iron Mountain Ireland:
 Damastown Avenue,
 Damastown Industrial Estate,
 Dublin 15, Ireland

Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK, Europe, U.S, Canada and Latin America. For more information, visit our website at www.ironmountain.co.uk

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The security of your data is our top priority

Secure and reliable destruction of information to reduce your business risk

PROTECTING YOUR BUSINESS AGAINST SECURITY BREACHES

'Information security' is often associated with computer data, passwords, firewalls and hackers. But what about the disposal of confidential information stored on paper, floppy disks, DVDs or other media?

In the wrong hands confidential information can cause irreparable damage to the reputation of any business. It is therefore essential to have secure systems in place to prevent all unauthorised access to confidential or business-critical data.

The disposal of confidential information is an integral part of the information management cycle. Iron Mountain has over 50 years experience in information management and can take care of the destruction of all sensitive information – regardless of media or format.

According to recent research, 87% of data breaches would have not occurred if basic controls had been in place. 73% of data breaches resulted from external sources.* The implementation and execution of a secure information destruction policy across all departments and locations is vital for the protection of a company's brand and reputation against security breaches. Chain of custody needs to be ensured at every step throughout the process.

A TRUSTED PARTNER FOR THE MANAGEMENT OF YOUR INFORMATION

Iron Mountain has a nationwide infrastructure. Our comprehensive range of flexible services and scheduled and ad-hoc collections includes one-off purges during office moves or storeroom clear outs. A fully audited workflow is followed throughout the process – from pick up to final destruction.

As a Government-approved secure information destruction service provider, we manage the secure destruction of both paper and non paper-based materials. Our fully audited workflows are specifically tailored to aid compliance and to meet corporate data protection requirements.

*source: Verizon Business Solutions, "2008 Data Breach Investigations Report"



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REDUCING BUSINESS RISK THROUGH SECURE DESTRUCTION OF INFORMATION

A secure information destruction programme protects against data disclosure by minimising the risk of information theft for both customers and their clients.

At Iron Mountain all personnel are uniformed, fully security vetted, and carry photo ID at all times. Vehicles are equipped with modern security systems, safeguarding data during transit. All shredding plants include centrally monitored fire, intruder and CCTV systems. A fully audited workflow is followed throughout the process and a Certificate of Destruction is provided on completion, in accordance with the Data Protection Act.

Many companies already have a secure information destruction policy in place. In fact nearly 60% of customers and prospects who participated in a recent survey stated that they review their policy on an annual basis. But nearly 70% rely on word of mouth when it comes to communicating the policy.

Iron Mountain can help you design and implement a Secure Information Destruction Programme, and our employee communication templates can provide organisations with useful support when it comes to roll out the policy across the business. This way we help customers ensure that they are always compliant, and that their data is safely managed.

TAKING CARE OF THE ENVIRONMENT

Iron Mountain works in close partnership with its customers and provides regular Management Reporting Information which ensures a transparent Information Destruction Programme. All paper-based materials that have been shredded in one of our plants are then recycled to produce everyday items such as cardboard boxes and tissue paper. 87% of interviewed organisations said that this was very important to them.

Iron Mountain will even give you a detailed update on how much your shredding programme will positively impact on the environment. Through Iron Mountain, our customers can combine secure disposal of information with active support for a cleaner environment.

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