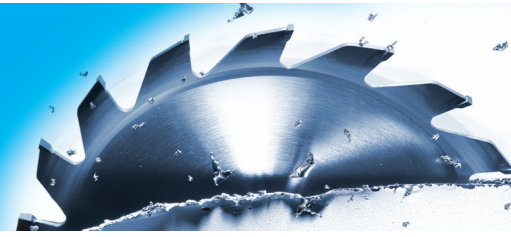


Secure Shredding



Cut Identity Theft with Iron Mountain

In the wrong hands confidential information can cause irreparable damage to the corporate image of any business. It is essential to have secure systems in place to prevent unauthorised access to confidential or business critical data. With an increasing number of cases of identity theft and corporate fraud, the secure disposal of all confidential material including financial information, human resources records and customer databases, is a key requirement for all businesses.

Every business produces a vast amount of confidential and sensitive information which is collected and stored. The same care once reserved for live information now must be applied to information marked for destruction. However, many companies in today's dynamic business environment have still not implemented a consistent and cost effective solution for managing the risks of sensitive information disposal.

HOW CAN SECURE SHREDDING REDUCE MY BUSINESS RISKS?

'Identity theft and fraud is an important and growing problem. It is estimated that crime facilitated by identity fraud costs the UK £1.7 billion per annum.'

Home Office

Iron Mountain considers a secure shredding programme to be a vital part of a company's information management lifecycle. A secure shredding programme offers protection against the inadvertent disclosure of vital information by minimising the risk of information theft for both customers and their clients.

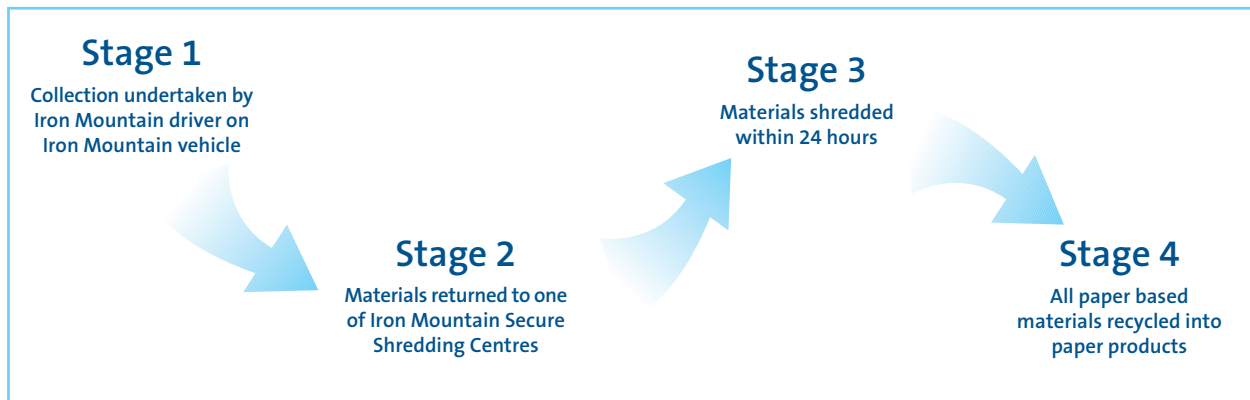
CAN I GET COVERAGE IN MY AREA?

Iron Mountain has a nationwide infrastructure. Our comprehensive range of flexible services includes scheduled and ad-hoc collections including one-off purges during office moves or storeroom clear outs.

CAN IRON MOUNTAIN MANAGE MY VOLUME OF CONFIDENTIAL INFORMATION?

A range of solutions is available to meet specific security requirements – from durable, security-sealed polypropylene sacks, to lockable internal consoles and mobile containers. If space is at a premium, large volume lockable external containers which will be emptied on a regular basis can be provided. Whatever the volume of confidential material generated by your company, Iron Mountain can offer a solution.





IS SECURITY ASSURED AT EVERY STAGE?

Security is a top priority for Iron Mountain throughout full chain of custody. All personnel are uniformed, fully security vetted, and carry 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 adherence with the Data Protection Act.

WHY SECURE SHREDDING WITH IRON MOUNTAIN?

Iron Mountain is a Government-approved secure shredding service provider. We manage the secure destruction of both paper and non paper-based materials including tapes, magnetic media, CDs, ID cards and even uniforms. Our fully audited workflows are specifically tailored to aid compliance and to meet corporate data protection requirements.

Iron Mountain works in close partnership with its customers and provides regular Management Reporting Information which ensures a transparent shredding 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. All other items are disposed of strictly according to legislation and Department of Environment guidelines.

Our commitment extends further than the secure and efficient destruction of confidential information; Iron Mountain will also ensure that our customers meet all corporate and social responsibilities including the duty of care towards the environment.

Iron Mountain is a fully accredited ISO 9001:2000 Quality Management System secure shredding provider and a member of the British Security Industry Association, as well as the National Association for Information Destruction.

ABOUT IRON MOUNTAIN

Iron Mountain is the world's leading provider of outsourced records and information management services. The company's mission is to protect its customers' information and through the provision of efficient information workflows and technologies, to enable them to achieve compliant information management.

Iron Mountain offers records management services for both physical and digital media, disaster recovery support services, technology escrow, document process outsourcing services and consulting – services that help businesses drive efficiencies and manage risks associated with legal and regulatory compliance, protection of vital information, and business continuity challenges.



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

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