

## Secure Shredding Solutions



### Sensible business practice plus an aid to compliance

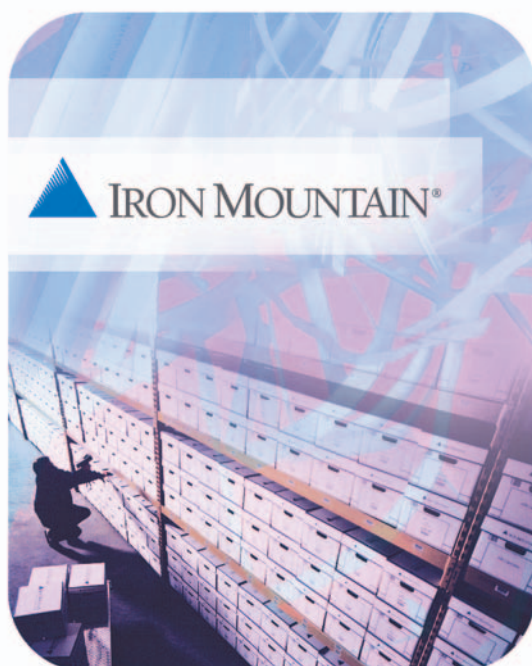
Shredding the right information, at the right time, and in the right way not only makes good business sense, in some cases it is part of a legal compliance requirement.

During the normal course of business a vast amount of confidential and sensitive information is collected and stored. Additionally, every company or organisation has a large volume of proprietary information, which needs to be safeguarded. This includes financial information, strategic plans, human resources and payroll records, customer records and databases. Professionals and consultants also have a duty to protect their clients' confidential information.

#### **HOW CAN SECURE SHREDDING REDUCE MY BUSINESS RISKS?**

Through proper compliance with legislation. A shredding programme reduces exposure to fines or criminal penalties and can help prevent leaks of confidential information, adverse publicity and possible reduced market value that may result.

#### **WILL I GET RELIABLE SERVICE?**



Iron Mountain is a £1bn+ company, and customers benefit from an established infrastructure, financial resources and commitment to privacy and security – as well as the physical scalability to address any need.

#### **HOW CAN SHREDDING HELP MY COMPLIANCE PROGRAMME?**

Our team of experts helps ensure that you remain compliant with laws that govern privacy, help safeguard your public image, comply with corporate ethics programmes, and protect customers and employees from identity theft.

#### **WHY CHOOSE IRON MOUNTAIN?**

*"Iron Mountain offers a flexible off-site shredding service to meet customers' diverse needs."*

There are many smaller-scale shredding and recycling companies, but trusting your corporate image, financial statements and confidential information to the lowest bidder doesn't make good business sense. Iron Mountain secure shredding has been specified by financial institutions and government bodies worldwide.

#### **DO I GET THE SUPPORT OF A FULL SECURITY INFRASTRUCTURE?**

Iron Mountain has detailed, documented, and comprehensive processes in place. These include ongoing integrity audits, state-of-the-art security systems and employee and management training programmes.

#### **CAN A SHREDDING PROGRAMME MEET MY SPECIFIC NEEDS?**

Iron Mountain offers a flexible off-site shredding service to meet customers' diverse needs. Wide coverage means a consistent programme can be applied across dispersed office locations throughout the UK and internationally.

#### WHAT SHREDDING SERVICE OPTIONS ARE AVAILABLE?

Off-site shredding is performed at secure facilities. Even if material is stapled, clipped, or bound, virtually any paper record in any format can be shredded successfully. Purges or one-off shredding operations can be performed during office moves or storeroom clean-outs. Other ancillary services include short-term retention, facilities management and consulting.

#### WHAT REGULATIONS AFFECT MY BUSINESS?

Several regulations govern the protection of private information. These regulations drive the need for reliable, secure shredding. The key legislation in the UK is the Data Protection Act (1998), which stipulates that data must be kept securely, it must be accurate and up to date and it must not be kept longer than necessary. If an individual or organisation contravenes the Act, this is a criminal offence.

For public organisations the Freedom of Information Act (2000) and Freedom of Information (Scotland) Act (2002) relate to public access to information held by these bodies. If information is not required to be held and made available under these acts then it must be disposed of securely.

ISO 15489) direct organisations to ensure that disposal is an essential part of their records management and broader business strategy.

#### 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, 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.

Other legislative and international standards (such as the FSA and the recent international records management standard

Member of the National Association of Information Destruction.



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Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK, Europe, U.S, Canada and Latin America.

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