

Secure Information Destruction For Professional Services Companies



Effectively protecting your customer and employee data

The disclosure of confidential information has the potential to cause irreparable damage to any business. According to Iron Mountain research, the key driver for 77% of professional services organisations to securely shred their documents is the protection of employee and customer data. It is therefore essential to have secure systems in place to prevent unauthorised access to confidential or business critical data.

Every business holds a vast amount of confidential and sensitive information which is collected and stored. The same care once reserved for live information must be applied to information marked for destruction. Professional services companies recognise the need for a consistent information destruction programme with 72% stressing the need for shredding policies across all their locations.

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.

REDUCING BUSINESS RISK THROUGH SECURE DESTRUCTION OF INFORMATION

76% of professional services companies are concerned about the negative impact a security breach could have on their image. Iron Mountain considers a secure information destruction programme to be a vital part of a company's information management lifecycle. A secure information destruction programme offers protection against the inadvertent disclosure of vital information by minimising the risk of information theft for both customers and their clients.

52% of professional services organisations stated that security is valued most highly from a secure shredding supplier, with 34% citing quality and reliability as being most important. 72% require the time between pick up and destruction of confidential material to be minimal.

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. Once at the shredding site, the confidential waste is securely destroyed within 24 hours. 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.

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 professional services organisations said this was an important factor.

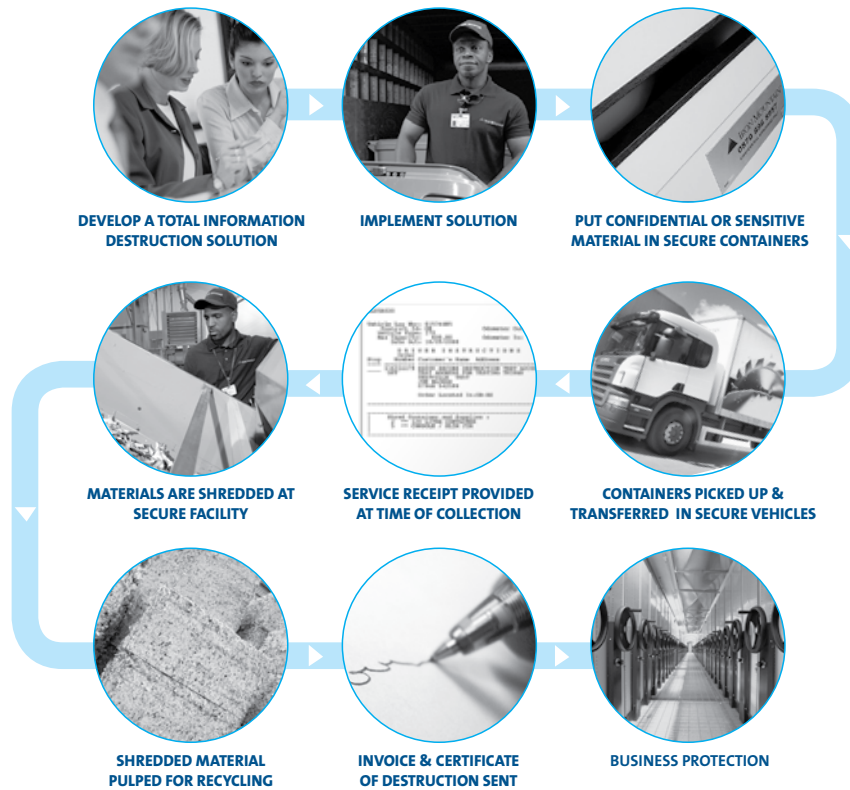
Iron Mountain will even give you a detailed update on how much your shredding programme will positively impact on the environment. Together with Iron Mountain, our customers can combine secure disposal of information with active support for a cleaner environment.

WHY SECURE SHREDDING WITH IRON MOUNTAIN?

With regulations frequently changing, 64% of professional services organisations feel that their secure shredding supplier should update them on rules and regulations in order to remain compliant at all times. Iron Mountain's team of experts will support customers with the design and implementation of a Secure Information Destruction Programme. This is backed up by regular updates on legislation and the potential impact on customers' businesses. The rollout is supported by an information pack containing customisable templates for internal communications.

As well as existing on paper, information can also reside on electronic media such as computer hardware, microfiche, microfilm, CDs or DVDs. However the requirement for secure disposal remains the same once the information is no longer required. Iron Mountain is a Government-approved secure shredding 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.

Iron Mountain is totally committed to security and full chain of custody. A nationwide presence ensures lower costs and consistent implementation of a Secure Information Destruction Programme.



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.

Iron Mountain is a fully accredited ISO 9001:2000 Quality Management System secure shredding provider and a member of the British Security Industry Association.

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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 or www.ironmountain.ie

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