Confidential Material Destruction Guide

The purpose of this guide is to ensure the destruction process is carried out in accordance to the BS EN 15713 standards.

1. Decide what confidential material you want disposing of, e.g. documents, IT tapes and digital media
2. Once identified keep your confidential material secure and away from other items you may need clearing
3. Call us and we can confirm the next step

2. Be prepared for us:
   - Once the booking has been confirmed you will receive the bags and secure cable ties by post within four working days
   - Once you have received the bags, you’ll need to fill them. Each bag should contain a maximum of either 15kg of confidential material (equivalent to 7 reams of paper) or 10 hard drives
   - Once the bags are filled ensure you seal the bag for security
   - Different types of material should be separated into different bags. Additional charges may apply if the contents of your bags exceeded the amount / and or types of waste stated by you at point of booking

3. Upon arrival:
   - Our uniformed and security vetted operatives who will be carrying photo ID badges:
   - Will report to the main contact to gain access to the confidential material.
   - Have an inventory list of items to be collected.
   - Apply labels to IT equipment and ensure all sacks are secure.
   - All items recorded on collection document and authorized signature gained.

After collection:
1. All confidential material is delivered to our secure facility
2. All items are checked off the vehicle to ensure full audit trail from client site to our facility
3. All material is securely processed within 24 hours of collection
4. A certificate of destruction providing proof and peace of mind that all items have been destroyed will be emailed direct to you