



Confidential Document Shredding



Whether it is keeping customers' information private or commercially sensitive data secure, USHred NI have the solution. We provide confidential paper shredding solutions to businesses across Northern Ireland.

A routine confidential destruction or secure document disposal procedure is established best practice including a regular review of what is required to be held both from the needs of your business and also in compliance with relevant legislation. Document shredding is a proven method of confidential document destruction.

Our service includes:

- **Choice of bag or bins** (depending on volume required)
- Paper is guaranteed to be destroyed within **one working day** of collection
- **24/7** recorded camera surveillance
- Access NI **security-vetted staff**
- A **Certificate of destruction** for audit purposes
- **Digital Barcode Tag & Scan system traceability** – we can identify at any point in time the status of the bag (collected, delivered to depot, awaiting destruction, destroyed)

As our confidential shredder is fixed, it means that our costs are too. This makes us a cheaper and more cost-effective alternative to onsite shredders. Our secure document shredding service covers Councils, Schools, Banks and Government Departments as well as a range of smaller businesses.

All bags will be tagged with individual barcodes. They will be scanned on collection, scanned again on arrival to depot and finally scanned upon destruction. We then generate the C.O.D. (certificate of destruction) which is emailed to the contact of your choice for your records or audit purposes.

Advantages of confidential document shredding:

- Confidential document shredding **prevents identity theft**
- **Ensures corporate responsibility** as per Data Protection and GDPR regulations
- **Corporate security** (protection of sensitive data)
- **Protection of employee data**
- **Protection of customer information**
- Another benefit of confidential shredding is that it **removes redundant documentation** (frees up space allowing for cheaper and more effective administration)
- BS EN 15713:2009 is a set of guidelines following industry best practice for the **secure storage and confidential information**, which sets out best practice for the document destruction industry.

Our standards are subject to internal auditing as well as annual external audits by the BSI



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