

A Simple Introduction to

SHREDDING

What we do and why it should be an integral part of your business



A Publication by McCarthy's Safe Shred
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Legislation and the Data Protection Act



Data Security

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Protecting your data

The data protection act covers a variety of issues surrounding the security of your data. The personal information held by a company on any individual, whether that be an employee, a customer or a supplier, is to be stored and disposed of securely. Failure to do so could result in hefty fines as well as a damaged reputation.

Every business is legally obliged to keep and protect this information for no longer than is necessary (which varies from company to company- so check your company policy!) until it is securely destroyed.

This is where using an accredited supplier and having an effective system in place can give you the peace of mind you need.

McCarthy's can not only destroy your confidential waste but we can store it for you too. It is up to you as a company to make sure your personal data is kept secure and is destroyed in a timely and protected manner, which is where we come in. Our combined archive and shredding services can give you complete peace of mind from the initial data intake all the way through to the destruction itself.



Top Tips

1. Be aware of the law! You **cannot** take work documents home to destroy/shred.
2. Cover yourself – if you are shredding documents on behalf of somebody else , make sure you have gained consent to do so and have proof of this before starting and upon finishing so that you cannot be blamed personally for any mishaps.
3. Make sure your material for shredding is stored correctly – i.e. in a lockable cabinet or shredding bags
4. You can now be fined up to £500,000 for data breaches under the Data Protection Act so make sure you're aware of the rules – the 3 most important of these being:
 - The timely destruction of data when no longer required
 - The production, storage and disposal of data
 - Keeping information secure at all times up to the point of destruction
5. Investigate the different types of shredding services well to make sure you're choosing the right one for you.
6. Make sure you have a full audit trail with a certificate of destruction as proof that the shredding has taken place. McCarthy's Safe Shred provide this certificate to every shredding customer **free of charge**.



What can I shred? What should I be shredding?



What can I shred and what should I be shredding?

All businesses face the risk of information falling into the wrong hands and with identity theft being an ever constant threat it's important there is as little chance for this to happen as possible. Not only is this potentially damaging to the person whose information has been compromised but also to the company's reputation. It can also result in substantial fines by the Information Commissioners Office.

That's where McCarthy's come in.

We can shred:

- Client/Customer Records
- Confidential Financial Information
- Job Applications
- Bank Statements
- Payroll Records
- Patient Records
- Printed Letters
- Used Notebooks etc...

The list of paperwork that can be shredded is almost endless – Bank Statements for example are confidential, which lets be honest probably isn't news to you; but those scraps of paper you use to scribble down a telephone number...they're confidential too...



It's not just peace of mind for you but it's also peace of mind for your customers knowing that their information is in safe hands. Some people are more comfortable giving out their card details to a person over the telephone rather than giving them out online for example – however if those details are written down and not disposed of correctly, they're not more secure at all.

Ensuring that your confidential information is disposed of securely and doesn't fall into the wrong hands is of the utmost importance to the continued success of your business.

McCarthy's Safe Shred provide you with a service that is designed to make your company more efficient and more secure.

Confidential information is everywhere: If you're not sure if it's confidential – safe shred it.



**So how does the process
work?**



How it works.

How we work and why it's so easy for you!

Off Site Shredding

Our off site shredding service offers you a very high level of confidential destruction but with the ability to shred files, cardboard and plastic wallets!

Lots of our customers use our off site shredding services for this reason, but whatever works best for you is absolutely fine as we also offer onsite shredding (we'll look at this in more detail in a moment)! How it works is that your confidential material is removed from your site securely, usually in lockable wheelie bins, and is kept under lock and key the whole time it is being moved. The confidential material is then shredded using our bailer shredder at our Leeds depot within 24 hours and often immediately.

Our padlocked self storage rooms are used to store the material prior to shredding and our entire premises have 24hr CCTV with remote camera monitoring and state of the art burglar alarms. Please feel free to come down and inspect our premises to put your mind at ease about our off site service.

Periodic Clear outs are ideal to be done off site, maybe quarterly or annually for such things as tax and vat records, outdated files, old invoices or maybe old personnel records. Whether its an entire archive / store room of archive boxes or just a couple of boxes of old files, we can schedule our vehicles to your business needs. Therefore we can come and shred your documents at a time that suits you.

On Site Shredding



For our regular on site shredding service we provide lockable consoles for you and your staff to store all of your confidential papers in until one of our friendly shredding team come to empty it for you!

If you are having a one off shred then loose papers or sacks/boxes is fine.

Our onsite, regular shredding service means that you can watch your documents as they are being shredded on a weekly, fortnightly or 8 weekly basis depending on your needs and on how much confidential waste you're producing. Our shredding truck will come out to your building, we will collect all of your confidential waste and it is crosscut shredded there and then down to thumbnail size on the van itself. You are also then immediately provided with a certificate of destruction to keep for your records. Once the shredding process has been completed and the material is brought back to our depot, it is then bailed and taken to a UK paper mill to be recycled!

If you find you're using a 'one-off' service more than once every couple of months it may well be time to look into having a regular service. This could save you time as well as money in the long run.

**Get a FREE, NO OBLIGATION
Quotation Today**



**How do I
quantify what
I have??**



How much?

How to quantify what you have to be shredded.

One of the first questions we ask is how much you have to be shredded – the impossible question!

It can be difficult to put a figure on how much paperwork you actually have to be shredded so we're here to make it easy for you!

One filing cabinet drawer = approximately 1x archive box

One 6 drawer filing cabinet = approximately 1x wheelie bin

One bin liner = approximately 3x archive boxes

One carrier bag = approximately 1x archive box



**What do we
do with all of
the paper??**



Recycling!

What we do with your papers once they're shredded.

We aren't a recycling company but a by-product of what we do is that we recycle paper. The paper we shred is recycled back into more paper and other products such as toilet rolls or paper cups!

At the end of the year we'll provide you with a recycling certificate which provides you with information of just how much you have recycled by using McCarthy's Safe Shred.

This information is invaluable to you as a business to obtain and maintain accreditations such as ISO's. It can also be used as information on your websites and blog posts, in your brochures and on all of your social media platforms to show your visitors, your customers and even your staff your contribution to the environment.

[Check out our fun facts page for more information!](#)





FAQ's



Our Frequently Asked Questions

Who does the data protection act apply to? Does it apply to me?

The data protection act applies to any company who hold personal data about their customers, staff and suppliers.

We have more than one office. Is this a problem?

Not at all! We're more than happy to collect from more than one office, more than one floor and even more than one building!

Why can't we just use an office shredder? Isn't that just as secure?

Not only are office shredders slow and liable to break easily, they also don't provide you with proof that the destruction of the documents has taken place. With McCarthy's Safe Shred you are provided with a certificate of destruction should you ever need to prove the destruction of the documents.

What do you do with the paper once it has been shredded?

We recycle as much of the paper we shred as possible . Any final waste we cannot recycle is pulped into pellets and used for fossil fuel in power stations and any wood leftovers are used in agriculture. We aim to keep our carbon footprint as small as possible.

What accreditations do you hold?

We hold the ISO 14001 as well as the BS EN 15713.

Do you dispose of paper only?

Not at all! We can destroy electrical equipment such as hard drives, discs and tapes or we can just be on hand to help you recycle your old cardboard! We just need to know in advance what we're collecting! Please [contact us](#) for more information on a more tailored shredding experience.

Contact us to simplify, streamline and secure your business today!

Contact us today for a no obligation quotation to see how we can save you time and money on securing the data of you, your business and your customers.

SIGN UP TODAY



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