



BS EN 15713:2009 Code of Practice

The Secure Destruction & Re-Cycling of Paper & IT Equipment

As an Environment Agency registered Waste Carrier, we provide a contracted service for the management & control of confidential material, covering the secure destruction of paper & IT equipment. We have the relevant security processes and procedures in place to carry out this operation.

Paper collected from our Clients or delivered into our premises on an Ad-hoc basis by Clients, is processed in strict date order and security shredded via our industrial shredding equipment. The paper is crosscut to 12mm - 'Hospital 3 Standard', into our container and then shipped to our partner company for final re-cycling into new products.

IT Equipment collected from our Clients or delivered into our premises on an Ad-hoc basis by Clients, is sorted into the different type of items for the relevant processing.

- Hard drives are removed for shredding by S4B to a cutting width of 16mm, thus destroying all the data held on them
- Laptops are separated for processing by our WEEE partner for secure shredding of the data and processing of the screen element, due to its hazardous components.
- Monitors are separated for processing by our WEEE partner for processing due to the special requirements of dealing with the hazardous material components.
- Tower Units are separated for processing by our WEEE partner for re-cycling of the various metals.
- All peripherals – keyboards, mouse, cables etc. are separated for processing by our WEEE partner for re-cycling of the various metals and plastics.

To support all of the above we have set up the following:

Collection Vehicles

All our vehicles are box sided vans, fully alarmed and tracked for security of the movement of any items we carry.

Staff

Our staff are security vetted to BS7858 standards, with a 10-year background check, wear a company uniform and carry a security pass, plus a mobile phone. All staff sign confidentiality agreements as part of their induction to the business.



Premises

Our premises are located in East Grinstead, West Sussex, which include a warehouse unit incorporating our secure paper shredding processes and a separate area covering the IT equipment processing. Our administrative office is located separately on the first floor above the warehouse. The whole premises are protected by perimeter fencing/gates, an Intruder & Fire Alarm System, together with CCTV monitoring both inside and outside of the unit, with recordings stored for 31 days.

Entry to the reception is controlled from the admin office and further internal doors are via a secure entry code system, only known and used by staff. All visitors are met by a member of staff, logged in and escorted to the main office, or any other areas of the business as necessary

Processing

Paper shredding is carried out within 2 working days. Shipping of the bulk shredded paper container occurs on average twice a week to our recycling partners mill.

IT Equipment (hard drives) shredding is carried out within 2 working days. The non-data bearing items for WEEE processing are bulk stored until a suitable load is ready to be shipped.

Certification & Memberships

ISO9001:2015 incorporating BS15713

ISO1401:2015

Environmental Agency Registered Carrier

Environmental WEEE Carrier- T11 Registered Carrier/Processor

ICO – Information Commissioners Office

IRMS - Information and Records Management Society

UKWA – United Kingdom Warehousing Association

Sussex Chamber of Commerce