



SECURE SHREDDING & RECYCLING SERVICES



Tel: 0800 376 4422

Email: sales@shredding.info

Web: www.shredding.info

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COMPANY HISTORY

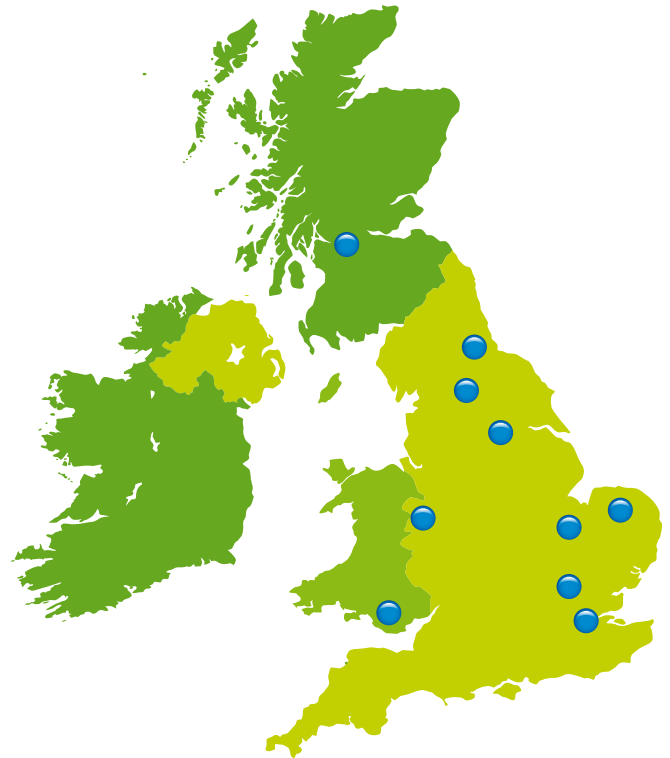
PHS Datashred was formed in November 2004 and through further acquisitions and organic growth PHS Datashred has become one of the UK's leading suppliers of confidential information disposal services. We provide a national service for the secure containment, collection and destruction of all types of confidential information; from documents to hard drives as well as company branded products, ID badges, magnetic media and uniforms.

We also offer a comprehensive recycling service to help our customers reduce their waste disposal costs and to help them with their environmental targets. Our Lime business offers a total waste management solution, dedicated to improving the environmental responsibility of its clients, as well as reducing waste disposal costs. See page 10 for more information.

Our dedicated WEEE recycling business, Maxitech, provides a refurbishment and recycling service for redundant IT equipment and other WEEE. See page 11 to find out more.

PHS Datashred, a member of the BSIA's Information Destruction Section, holds the European Security Shredding standard BS EN 15713:2009 supporting its customers in maintaining compliance within the Data Protection Act.

Renowned for delivering 'best practice' to an extensive UK customer base, and for driving forward the highest possible service standards, PHS Datashred's reputation is firmly based on experience, the quality of the staff it recruits, the security and efficiency of its services and on the quality of its relationships with customers. PHS Datashred offers support for key account customers with a dedicated helpline providing day to day account support, as well as a National Accounts Team, enabling us to respond to customer queries quickly and efficiently.



PHS Datashred has 10 operational locations throughout the UK, supporting our national service to customers.

For clients with specific vetting or security requirements, we are happy to offer a bespoke service.

PHS Datashred holds the new European Security standard BS EN15713:2009.

All PHS Datashred staff are vetted to BS7858 security standard and Criminal Records Bureau checked.

“TO BE THE BEST WORKPLACE SERVICES PROVIDER IN EUROPE, OFFERING QUALITY AND VALUE TO OUR CUSTOMERS AND A CHALLENGING AND REWARDING CAREER FOR EVERYONE IN THE COMPANY”

PHS GROUP

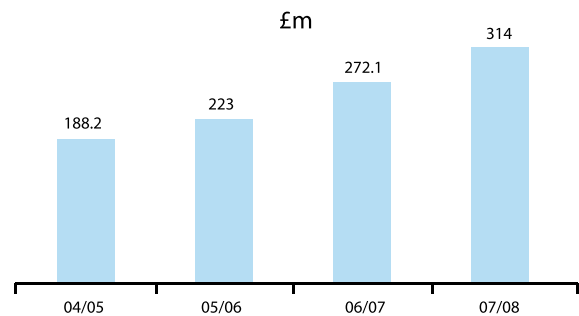
The PHS Group Plc was founded in 1963 as one of the first providers of washroom services in the UK. Today, the Group has a turnover approaching £400 million and provides services to over 220,000 customers at more than 250,000 locations nationwide. With 45 years of experience, PHS offers unrivalled standards of service based on a total commitment to customer satisfaction.

We offer the strength and security of a national organisation with the reassurance of fast, friendly, local service.

To protect our customers, all PHS services are managed with respect for the environment and strictly according to the law and our internal commitment to reducing our carbon footprint has been and continues to be a great success.

All PHS personnel are trained to provide you with the best in efficiency and customer care. The Group is now one of the UK's leading providers of workplace services. With our 17 core services, each division has its own trained sales and service teams ensuring a specialised approach to customer service.

The company currently employs more than 4,500 staff across the divisions at over 100 locations throughout the UK and increasingly via an expanding European network of sites.



Other Services available from PHS Group

- [Balers & compactors](#)
- [Crate rental & packaging materials](#)
- [Document storage](#)
- [Electrical, fire & medical equipment testing](#)
- [Floor cleaning services](#)
- [Interior & exterior landscaping](#)
- [Janitorial consumables](#)
- [Managed work wear services](#)
- [Mats & matting](#)
- [On premise laundries](#)
- [Playground safety surfacing](#)
- [Roller towels](#)
- [Secure data destruction](#)
- [Washroom services](#)
- [Washroom consumables](#)
- [Waste management services](#)
- [Water dispensers](#)

TESTIMONIALS

PHS Datashred customers are satisfied customers. With the highest quality personnel and products, we can ensure that you will receive fast and efficient service. Each customer is assessed individually to meet their exact needs. The service we develop for each customer is regularly reviewed to ensure it still meets their requirements.

Here is a selection of our customers who talk about the standards of service they have come to expect from PHS Datashred.

“The PHS Datashred operatives are always on time and manage our confidential waste in a professional manner. I have been very pleased with the service levels they have given us.”

Rockwool Limited

“The service we receive from PHS Datashred is faultless. They are always here on the allocated day and all documentation and reports are in order.”

Nuair

“The level of service provided by your company has been excellent and I would like to take this opportunity to thank you and your colleagues for all your hard work. I am sure your relationship with H&T will continue to prosper in the future.”

Harvey & Thompson

“I was delighted with the professional way in which you dealt with our secure paper disposal.”

Selectamark

“Our whole system of confidential waste is more structured and efficient. PHS Datashred always arrive on time, and their staff are smart and helpful. We are pleased to have chosen them as our contractor.”

London Borough of Hounslow

“We now have a more efficient system and PHS Datashred have proved to be an excellent service provider. We also enhanced our recycling operations as PHS Datashred recycle all paper after shredding.”

St Mary's Hospital

“The system is more efficient and professional than before. Also, we cannot fault the attitude of PHS Datashred and particularly the drivers that visit our sites. Nothing is too much trouble for them.”

Amey

“Flagship Housing Group and its partnership companies have been using PHS Datashred for a number of years for their shredding service. PHS Datashred provide a good reliable collection service and are always happy to help.”

Flagship Housing Group Ltd

“We are very happy with service that PHS Datashred provide for the management of our confidential waste. They always turn up on time and their staff are professional and polite.”

Carillion Facilities Management

SERVICES

PHS Datashred offers a flexible range of services for the destruction of confidential data and recycling. Our services include on-site and off-site shredding of paper & archives and the secure destruction of non-paper confidential waste such as CDs, hard drives etc., as well as office recycling.



OFF-SITE SHREDDING

Your confidential material is collected by our security vetted staff, in vehicles which are alarmed with GPRS, and have satellite tracking systems.

Your confidential information is shredded into tiny pieces by our industrial shredders at one of our Destruction Centres in full compliance with BS EN15713:2009 European Security Standard.

We issue you with a Certificate of Destruction for your records, together with a full management report, where required.

All shredded paper is recycled. You will receive a Certificate of Recycling which will support your environmental objectives.

Shredded paper is sent to a mill for conversion back into office paper, or tissue products such as kitchen towels or toilet rolls. You can also support your environmental performance by purchasing these products thus 'Closing the Loop' on your recycling.

All PHS Datashred staff are security vetted to BS7858 security standard and Criminal Records Bureau checked.

Our process is fully compliant with the European security standard of BS EN15713:2009

ON-SITE SHREDDING

Mobile Shredding brings immediate peace-of-mind because you can witness the information destruction at your premises.

Our Mobile shredding service destroys your confidential information on-site, which guarantees your compliance with the Data Protection Act.

We issue you with a Certificate of Destruction immediately after destruction.

All shredded paper is recycled, helping your environmental objectives and reducing your landfill costs.

OFFICE RECYCLING

Recycling reduces landfill, saves energy and preserves raw materials, as well as saving you money and improving your environmental performance.

Staff training is key to efficient in-house recycling. It's essential for your staff to know what is suitable for recycling and best storage practices.

We can provide training to your staff and your cleaners on the implementation of a new recycling system.

We can also provide containers that help easily identify how to segregate your recycling materials.

OTHER SERVICES

At PHS Datashred we offer value for money , excellent service delivery, flexibility and legislative compliance.

WASTE ELECTRONIC & ELECTRICAL EQUIPMENT RECYCLING (WEEE)

We offer a truly secure recycling route backed by our ISO9001:2008 quality management system.



We operate a “Zero Landfill” policy, which ensures that 100% of your IT equipment is re-used or recycled without exposing any confidential information on your hard drives to potential misuse.

By choosing PHS we will help you meet your legal compliance with The Data Protection Act, the WEEE Directive, Hazardous Waste Regulations and Landfill Directive.

Our secure processes can support your Corporate Social Responsibility policy (CSR) by donating some of your redundant equipment to your chosen charity.

We currently support many charities such as Age Concern, London, by donating a portion of all recycled IT equipment to older people.

CARDBOARD RECYCLING

Waste Cardboard is collected loose or in bales from a customer’s premises.



The cardboard is baled, and then sent to be processed into new packaging at a UK mill.

FOOD WASTE

Our food waste recycling service is the environmental alternative to Landfill.



We can supply you with containers to collect your food waste in and then collect it from your premises at a pre-agreed time and day.

All food waste collected by us is delivered directly to a Anaerobic Digestion plant, where it is processed into compost and power to generate electricity.

SPECIAL WASTE

We are able to provide you with a collection and ethical disposal service for hazardous waste where commercially viable. The waste is either recycled or taken to an “Energy from Waste” incinerator where it is used as fuel to create power.



Batteries, fluorescent tubes, oils and chemicals, are collected for reprocessing.

With items that cannot be recycled we opt for the most environmentally sustainable disposal and treatment solutions.

SECURE CONTAINERS

SECURE CABINET

Great looking wooden cabinet with internal heavy duty bag. Incorporates paper slot & lock.

Capacity: 150 Litres

Size: 900h x 540w x 400d (mm)



CONFI-BIN

The Confi Bin is very popular within office environments as it is secure and looks good so that it fits into most office décors.

Capacity: 125Ltrs

Size: 1000h x 435w x 420d (mm)

WHEELIE BINS

There are 2 sizes of Wheelie bins, which can be used in an office, 120L or 240L

The bins are supplied with a lock and paper slot and are a low cost option.

Size 120Ltr: 930h x 480w x 555d (mm)

Size 240Ltr: 1070h x 580w x 740d (mm)



RECYCLING CONTAINERS

ENVIROBINS

The stylish Envirobin range of interior recycling bins is extremely versatile. Available with a selection of colour coded lid inserts and a variety of apertures (including a secure lid).

The Envirobin offers the opportunity to create recycling and waste collection points in single or multiple locations.

Capacity: 100ltr

Size: 803h x 445d x 445w (mm)



“SLIM JIM”

“Slim Jim” Recycling Bins are available in 60 or 87 litre capacity with a choice of lid colours and apertures, including a confidential option.

Size 60ltr: 600h x 280d x 500w (mm)

Size 87Ltr: 508h x 279w x 762d (mm)

ECO BINS

ECO Bins, are a great value recycling system. Individual units can be interlinked and freestanding or wall-mounted.

There are 2 versions available. The “budget” range are black bins with coloured bags, whilst the “deluxe” range are coloured bins and bags (as pictured). Colours as specified by WRAP.

Capacity: 112 ltr

Size: 930h x 380w x 400d (mm)



LIME – SUSTAINABLE RECYCLING SOLUTIONS

We offer our customers a fully integrated Environmental Disposal Service through PHS Lime. With increasing demands on companies to improve environmental performance and reduce their carbon footprint, we are able to partner clients and offer services to ensure they achieve their environmental objectives.



We have creative solutions to answer all your waste management & recycling needs. We manage all waste streams in a sustainable, ethical and financially viable way.

Private and public sector organisations across the country are faced with many pressures in the current climate – 3 key issues are; financial, environmental and stakeholder approval.

With a solid Environmental Waste Management system, businesses typically experience cost savings, reduced administration, better recycling performance, compliance with legislation and more commitment from Management & Employees to a sustainable office environment.

To find out more about Lime's fully integrated environmental disposal service, contact us on: 0207 653 1924

CLOSED LOOP RECYCLING

What are the benefits of Closed Loop Recycling and how can your Organisation take part?

Closed Loop Recycling is when waste material is taken from your office and converted into a product that is reusable by your staff. The best example of this is paper, which according to WRAP will be 60-80% of the total waste produced by a typical office.

We collect, shred and bale your paper, which will then be sent to a mill for conversion back into office paper. This paper can then be sold back to your Company as copier or printer paper. Companies match the tonnage of paper going out to the amount they buy for use in their day-to-day operation and we can also facilitate the supply of recycled paper back to your offices.

The process is easy, cost effective and great for your environmental performance. Your staff are much more likely to get involved in your recycling effort if they can see a usable product being made out of their waste.

PHS MAXITECH

PHS Maxitech recycle computers and electrical equipment. We provide services to organisations to support them in their efforts to comply with the WEEE (Waste Electronic and Electrical Equipment) and Restriction of Hazardous Substances (ROHS) directives.



We collect most office equipment, including computers, vending machines, fax machines, telecommunications equipment including mobile phones, laptops, servers etc,

We will ensure that 100% of your electronic waste is either re-used or recycled and no harmful components are sent to landfill.

PHS Maxitech supports local and national charitable projects. We have an ongoing relationship with Age Concern, where, with our client's permission, we donate refurbished IT equipment to the elderly, who are then trained on computer usage.

Recognising that organisations often support specific charities, we can work with any nominated cause to ensure that they benefit from your redundant equipment, helping you to meet your environmental and social responsibility commitments, whilst maintaining the security of your data.

Simply name the charity of your choice and we will work to support them on your behalf, by donating an agreed percentage of your equipment. We will manage the process from 'cradle to grave', refurbishing your redundant hardware, wiping confidential information and arranging delivery.



Our Commitment

KEY ACCOUNT SUPPORT MANAGERS ARE AVAILABLE TO ENSURE OUR CUSTOMERS RECEIVE THE ATTENTION THEY DESERVE

At PHS Datashred we are committed to achieving consistent and complete client satisfaction for each and every contract. Whether large or small, they will be treated with the same level of care and ownership.

We work hard to ensure that our existing customers are provided with the level of service and reporting they require and ongoing contract monitoring is an essential part of this.

Service is the backbone to our success. It starts the moment you contact us, to collection and Certificate of Destruction. Our approach is to help you find better ways to improve efficiency and reduce costs.

We can advise and help you with compliance for the Data Protection Act, Environment Agency requirements, the WEEE (Waste Electrical & Electronic Equipment) Directive and the Landfill Directive.

Gaining buy-in from your employees is vital for any recycling programme to work. We will help you train your staff to make the whole process a success.

Our enthusiastic and helpful team receive regular training in customer care as well as operational and security procedures, ensuring you experience excellent service standards. Many of our key staff are also environmentally trained by IEMA. We also have a dedicated helpline where our Key Accounts Support Managers are available to support day-to-day account management.



Our investment in new technology is essential to providing a competitive service. We use specialist vehicles and containers which reduce CO2 emissions and therefore reduce our impact on the environment.

We know our clients prefer one company to handle all their confidential waste, recycling, and hazardous residual waste. That's why we provide a complete package and a dedicated Account Manager to save you time, money and administration.

QUALITY SYSTEMS

At Datashred we believe that 'Quality' means not merely meeting our customer expectations but aiming to anticipate their requirements and responding quickly to their changing demands. To do this, we believe it is important to actively track our service performance and ensure that our carefully defined quality systems are being adhered to at all times. One of our key drivers is to give our customers environmental excellence, that's why as a group we have achieved the ISO14001 standard.

Our quality systems play a fundamental role in the operation of our business. Quality is therefore at the front of our minds. We strive for Best Practice at all times and this is reflected in the accreditations we have achieved.



ISO9001 ; 2008

This quality standard guarantees to our customers that our service processes are based on 'Best Practice' and that all of our processes are independently audited.



BSIA

This Association is the trade association for the professional security industry in the UK. The Information Destruction Section members provide over 70% of UK security products and services and adhere to strict quality standards.



FACT

Our service is approved by FACT (Federation Against Copyright Theft), the organisation who are tasked with reducing copyright theft. We provide destruction services to them and their members.



NAID

The National Association for Information Destruction is a worldwide trade association for companies providing information destruction services.



FTA

The Freight Transport Association is dedicated to ensuring vehicle compliance and advancing their members' performance.



BITC

We are members of Business in the Community, who works with companies who make a commitment to inspire, innovate and lead by sharing learning and experiences of responsible business.

ENVIRONMENTAL COMMITMENT

PHS Group encourages every member of staff to take responsibility for acting in an environmentally effective manner. We have introduced an environmental programme 'WAVE' to save water, air, waste and energy and we have reduced our carbon foot print year on year since the scheme started in June 2007.

MANAGING OUR IMPACT

In conjunction with our externally assessed commitment to the international standard ISO 14001 the Company's formal Environmental Management System, WAVE is key in enabling the PHS Group to measure, evaluate and minimise our environmental impacts.

EMPLOYEE INVOLVEMENT

WAVE is also an integral part of the Company's internal communications programme. This programme is designed to ensure that our environmental commitment is fostered through every site, every employee and every service we operate on a day-to-day basis. Our WAVE committee is made up of representatives from across the PHS Group.

PHS Datashred has also demonstrated its environmental commitment by introducing the 'Greenroad' driver profiling system and is one of the first companies to be accredited under the Freight Operators Recognition Scheme (FORS).

This system allows the company to monitor individual driver performance in real time. The scheme has contributed to a reduction in CO2 emissions and fuel consumption as well as accident levels.

Datashred also has recently introduced the Secure Automated Vehicle (SAV), which further reduces our carbon emission by reducing the number of journeys a vehicle needs to make and therefore, making the collection process more automated.

Datashred has a policy of continuous improvement as part of our environmental policy.

LEGISLATION

According to the Environment Agency, less than 45% of waste is recycled and over 35 million tonnes will go straight to landfill. Environmental legislation, financial pressure and public opinion are all forcing businesses to become much more accountable for the volumes of waste and pollutants they produce and for the environmental damage their commercial operations may cause.

DATA PROTECTION ACT (DPA)

The revised Data Protection Act 1998 was brought into force on 1st March 2000. The Act gives legal rights to individuals in respect of the protection of confidentiality of their personal data. The Act aims to balance the rights of the individual and the companies who are legitimately holding and using the information.

The Act covers all personal data including paper and computer records, CDs and disks from which a living person can be identified. When disposing of personal data, a company must ensure it complies with certain obligations under the seventh principle of the DPA, which states that when appointing a person or company as the Data Processor, the business must seek guarantees, regarding their technical and organisational measures against unauthorised or unlawful processing of personal data against accidental loss or destruction of, or damage to personal data.

WEEE DIRECTIVE

The WEEE (Waste Electrical and Electronic Equipment) Directive, which came into force on the 1st Jan 2007, places a legal duty on businesses to ensure that their redundant electronic equipment is recycled. With over 1,000,000 tonnes of waste electronic equipment produced every year, the WEEE Directive has been designed to encourage businesses to recycle and re-use this waste. The Directive essentially states that businesses can no longer simply throw away items such as IT equipment, printers and photocopiers alongside their general waste and producers should look for sustainable recycling options.

LANDFILL DIRECTIVE

On 30th October 2007, the next stage of the EU Landfill Directive came into effect and it has had a major impact

on how businesses dispose of their waste. The directive is aimed at reducing the volume of general waste being sent to landfill and requires businesses to 'pre-treat' their waste and remove any recyclable materials at source. It also bans non-hazardous liquids from landfill (hazardous liquids are already banned) including for example, edible oils and some paints and inks.

LANDFILL TAX

The Landfill Tax has increased every year since its foundation in 2002 and is set to keep on rising by £8 per tonne each year until 2013, when it will reach £72 per tonne. In conjunction with the Landfill Directive, it is clear that landfill is set to become an increasingly expensive and controlled option. Organisations are being actively encouraged to examine their waste management practices and support the waste hierarchy principles of reduce, re-use and recycle.

THE ENVIRONMENTAL PROTECTION ACT

The Environmental Protection Act places a Duty of Care on waste producers to ensure that their waste is handled and disposed of in an appropriate manner. The EPA also established the principle that waste producers are responsible for what happens to their waste, from production right up to final disposal, or from 'cradle to grave'. This means that even after you have passed on your waste to a disposal contractor, you are still legally responsible for that waste and must ensure that the contractor and disposal site handle it lawfully and carry the right licences to accept it. Crucially, you are also required to prove that you have fulfilled this duty by retaining records of all waste transfers for at least two years.

HAZARDOUS WASTE

Under the Hazardous Waste (England and Wales) Regulations 2005, a business need generate as little as 500 kg of hazardous waste per annum, to be required to register as a hazardous waste producer with the Environment Agency. With the number of common items now legally classed as hazardous, your site may be classed as a Hazardous Waste Producer. Hazardous items include television sets, computer monitors, batteries, many paints and oils and also fluorescent light tubes. If you dispose of 500 kg of these items combined, per annum, then you need to register with the Environment Agency.

CONFIDENTIAL DESTRUCTION CENTRES

Head Office

Crayford, Kent
T: 01322 621 900
F: 01322 316 147
Manager: Daniel Waterman
Email: danielwaterman@phs.co.uk

Cuffley, Herts

T: 01707 874757
F: 01707 877740
Manager: Darren Richardson
Email: darrenrichardson@phs.co.uk

St. Neots, Cambridge

T: 01480 880088
F: 01480 880044
Supervisor: Adam Brown
Email: adambrown@phs.co.uk

Dewsbury, Yorkshire

T: 01924 451367
F: 01924 463773
Manager: Steve Munt
Email: stevemunt@phs.co.uk

Durham

T: 01913 864966
F: 01913 709850
Manager: Richard Tucker
Email: richardtucker@phs.co.uk

Rackheath, Norwich

T: 01603 721002
F: 01603 721688
Manager: Paul Smith
Email: paulsmith2@phs.co.uk

Rotherham, South Yorkshire

T: 01709 577055
F: 01709 577066
Manager: Ian Dinwoodie
Email: iandinwoodie@phs.co.uk

Telford, Shropshire

T: 01952 602730 / 0845 6017218
F: 01952 670987
Manager: Mandy Potter
Email: mandycitrine@phs.co.uk

Bedwas, South Wales

T: 02920 888 731
F: 02920 865 010
Manager: Robert James

Livingston, Scotland

T: 01506 445 490
Manager: Davie Murphy
Email: daviemurphy@phs.co.uk

IT Recycling Centre Maxitech London

T: 08701 995010
Manager: Thuraisha Naidoo
Email: ThuraishNaidoo@phs.co.uk

Lime Environmental Services London

T: 08000 273333
Commercial Manager: Karen James
Email: karenjames@limerecycling.com