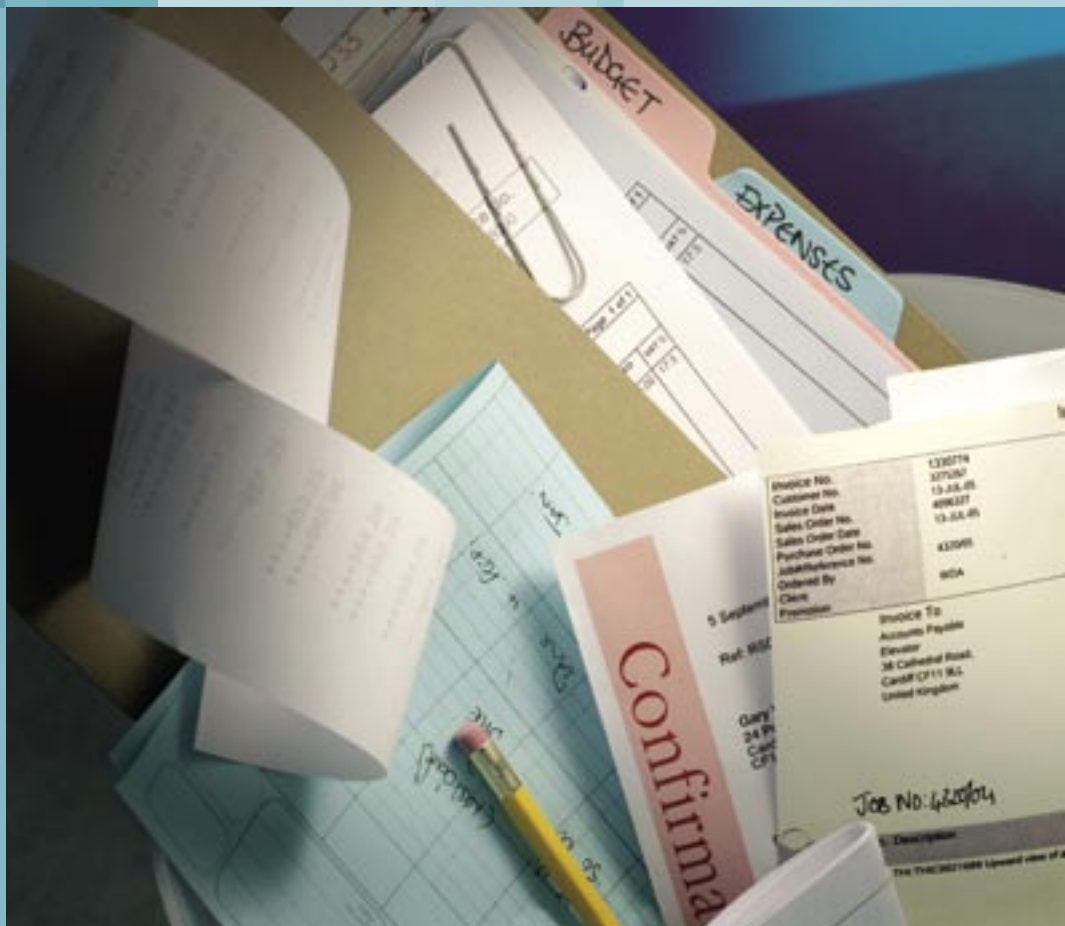


Your Legal Obligations

As a company you handle confidential information on a daily basis and are entrusted by your staff, customers and suppliers to protect this information. The Seventh Principle of the Data Protection Act 1998 also places a legal duty on businesses to protect confidential information, with unlimited fines for those who fail to do so. Repeated breaches of the Act can even result in the imprisonment of company directors.



DATA PROTECTION ACT 1998

What you must do to meet your DPA obligations

Having accepted the commercial and legal imperative to protect their confidential information, many businesses still fail to guard this material at the point of destruction. Simply because it is no longer of value to you, does not mean that it is not of value to your customers, competitors, staff or even a criminal. A company may spend thousands of pounds on site access control, firewalls and robust IT protection programs, only to leave confidential information in a black bag, freely accessible to anyone who chooses to obtain it. You should therefore ensure that all confidential material is disposed of appropriately, including paper files, IT storage devices, uniforms, ID badges and computer hard drives.

You could face imprisonment or unlimited fines if you do not comply with the Data Protection Act 1998



How to select a shredding supplier

To ensure that your waste is being handled safely, you should always choose a BSIA approved shredding supplier. The British Security Industry Association is the recognised trade association for the security industry and all members must meet strict operational criteria.

The BSIA was also instrumental in the creation of BS8470, the first official British Standard for the security shredding industry. This standard was launched in June 2006 and covers a range of security features including shred sizes, CCTV systems, security vetting of staff and collection vehicle specification. The new standard enables customers to make an informed choice about who they give their confidential material to and choose a supplier who can securely and efficiently deal with their waste.

As a principal member of the BSIA Information Destruction Division and a BS8470 accredited shredding supplier, you can be confident that the service you will receive from PHS Datashred will be of the very highest standard. Designed to offer you an efficient and reliable solution tailored to meet the needs of your organisation, our service guarantees that your company's confidential information will be handled securely from "cradle to grave".



What is confidential information?

Defined under the Data Protection Act

Under the Data Protection Act 1998, it is your legal duty to ensure that you protect an individual's right to privacy and do not pass on any information to an unauthorised body. This essentially means that all your staff's personnel records, including address details, salary, sickness and performance appraisal records must legally be protected.

Equally, any customer information you hold must also be stored securely and cannot be passed on to other parties without your customer's express permission. Therefore any customer application forms, transaction records, correspondence or address details must be kept confidential and disposed of in a secure manner.

Open to misuse, fraud or competitive advantage

In an increasingly competitive business environment, company information could be of value to many people. Office waste can be used by fraudsters to access customer or company accounts or even impersonate your company. Something as simple as letter-headed paper could be used to contact your customers, falsify credit applications or even change your company's registered records held at Companies House.

Information such as marketing plans and minutes from meetings may also be of great value to your competitors and could be used to the detriment of your business.

Information storage in all forms and formats

Many businesses overlook the fact that confidential information does not consist solely of paper records. It can also be held on microfiche, on CD's and even computer hard drives. All methods of information storage are covered by the Data Protection Act and should therefore be treated with the same caution.

It's also not just information that should be treated as confidential. Your company uniform, CCTV tapes or ID cards could easily be used for the purposes of fraud or to gain access to your building if they were to fall into the wrong hands. A uniform could act as a license for fraudsters to wander unchallenged onto your site or gain access to your customer's homes.

T: 0800 376 4422

F: 01322 316147

www.shredding.info

Recent figures suggest that ID Fraud could cost the UK economy as much as £3 billion per annum and the need to protect your personal information, either at home or at work, is now essential.



Identity Fraud has been with us since time began. The willingness of people to misrepresent who or what they are is nothing new but the increasingly sophisticated world we live in means that the ways to commit such offences have increased substantially in recent years.

IDENTITY FRAUD

What is confidential waste?

Most people would recognise that invoices, financial records and customer files are confidential. However, marketing plans, meeting minutes or even notepads can all contain confidential information related to your business, products, staff or customers and should therefore also be considered confidential. In fact, to avoid confusion and secure their records, many companies now treat all paper waste as confidential.

Common forms of commercial ID Fraud

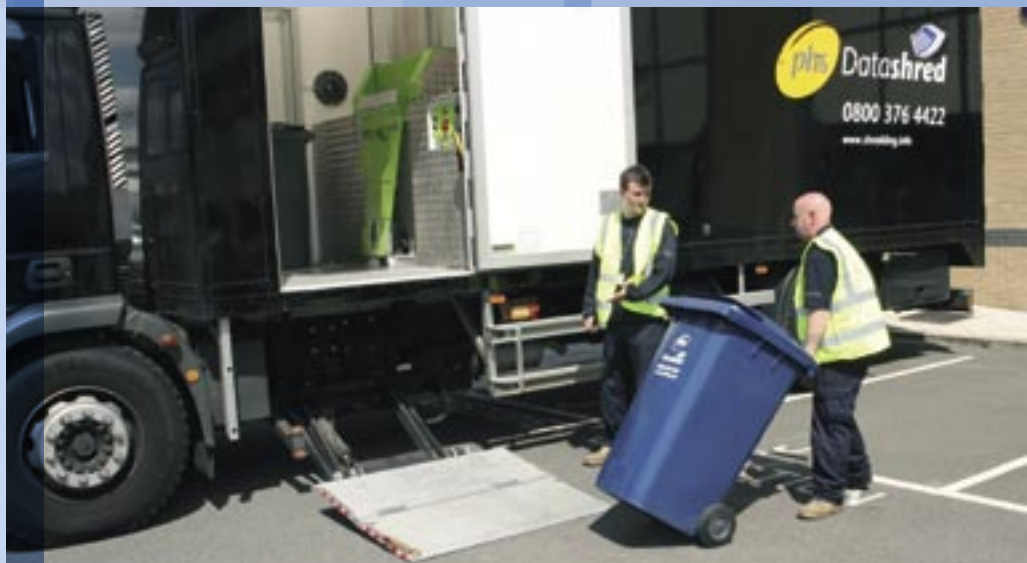
Something as simple as a company letterhead can be used to access information and misrepresent your company. Fraudsters can re-direct mail, obtain goods in your name, falsify mortgage or loan applications, claim benefits or even contact existing customers to divert payments to their own bank accounts. By accessing publicly available company records, fraudsters are also able to change the names and addresses of companies and then trade off your company's good name and reputation.

There are 80 million active National Insurance numbers in the UK yet we only have a population of 60 million.



How to stop ID Fraud

- Make sure that you have a method in place to securely destroy your data.
- If you are using a shredding service, ensure that it is fully licensed and approved by the BSIA (British Security Industry Association).
- Make sure all staff are aware of what should be treated as confidential and how it should be disposed of.
- If in doubt about what is confidential, securely dispose of all paper waste.
- Check bank and credit card statements regularly for unusual activity.
- Make sure that your website and any internal sites are adequately protected with firewalls and protection software.
- Ensure staff passwords and logins are secure, private and regularly changed.
- If you move premises, ensure your mail is forwarded and customers are promptly told of the change to the correspondence address.
- For remote workers or staff with laptops, remind them to save work on the secured company drives rather than their laptop hard drive.
- Make sure all staff, existing as well as new recruits, are security cleared and legally entitled to work in the UK.
- Control access to company credit cards and don't pass on the card details to staff for one-off purchases.
- Check your entry at Companies House for any unauthorised access or amendments.
- Ensure staff are asked to return their uniforms and ID badges when they leave the company. Disable their building or computer network access if possible.
- Check that all staff records are stored, processed and disposed of in line with the Data Protection Act 1998.



Data Protection Act 1998

The Seventh Principle of the Data Protection Act 1998 places a legal duty on you to protect confidential information, from its point of collection, through to storage and final disposal. Fines of up to £10,000 can be levied on those who fail to do so and repeat offenders can even face imprisonment.

The Act obliges you to "surround your data with proper security" and "choose a data processor who can provide sufficient guarantees of security measures". This essentially means protecting data when it is in your possession, whether it be paper or IT based records, not allowing access to this data by unauthorised bodies and securely destroying it when the information is no longer required. Each stage of this procedure must also be a controlled, documented and auditable process so that you can effectively demonstrate your compliance when required to do so.

What to do if you are a victim

- Contact the police and obtain a crime number.
- Contact your bank or financial institution to alert them to the theft.
- Report any lost or falsified documents to the relevant issuing authority, e.g. Companies House, your bank, website host or uniform supplier.
- Update your anti-virus and anti-spy software immediately.
- Change all entry codes and computer passwords as soon as the fraud is discovered to guard against any further breaches.
- Contact the Post Office to check that no unauthorised mail re-directions are in place.
- Check your entry at Companies House.
- If your customers have been approached by fraudsters, consider issuing a press statement or contact your customers directly to protect your good name.

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Your Reputation

Information is the lifeblood of your organisation and if your information is compromised then your company may be at risk. In an increasingly competitive business environment, your company's integrity, reputation and prosperity depend upon the secure handling, storage and destruction of sensitive information.

Research carried out by Experian found that 41% of businesses in London were still disposing of confidential financial information via their general waste stream.



SECURE OFF-SITE SHREDDING

Your Profitability

Identity theft is one of the fastest growing crimes and is estimated to cost the UK economy as much as £3 billion per annum. The threat of fraud represents a real danger to businesses and is no longer a crime restricted to individuals.

A search of rubbish bags outside 14 major banks found information on more than 5,000 customers.

Your Legal Obligations

As a company you handle confidential information on a daily basis and are entrusted by your staff, customers and suppliers to protect this information. The Seventh Principle of the Data Protection Act 1998 also places a legal duty on businesses to protect confidential information, with unlimited fines for those who fail to do so.

All methods of information storage, not just paper files, are covered by the Data Protection Act 1998.

ID Fraud is one of the UK's fastest growing crimes and latest figures suggest it could cost the UK economy as much as £3 billion per annum.



Our Service

As a principal member of the BSIA (British Security Industry Association) Information Destruction Division, you can be confident that the service you will receive from PHS Datashred will be of the very highest standard. Designed to offer you a simple and reliable solution tailored to meet the needs of your organisation, our service guarantees that your company's confidential information will be handled securely every step of the way. Whether your confidential material is paper records, computer disks or even uniforms and ID badges, our secure process ensures that information is strictly contained and controlled.

As an authorised ISO 9001:2000 company (incorporating BS8470 - the security shredding standard), you can be confident that PHS Datashred's processes and procedures, including staff vetting, vehicle security and documentation, meet the very highest industry standards and that your confidential information is dealt with securely from "cradle to grave".

Our Locations

PHS Datashred is one of the few confidential destruction companies to be able to offer a consistent, quality-assured service across the UK. With a network of secure access-controlled sites throughout the country, we can offer you the reassurance of a nationwide service from a trusted supplier alongside the flexibility of a local processing site.

Our Process

Our reliable off-site shredding service offers a convenient, cost-effective and highly secure solution.



1 tonne of paper recycled saves 17 trees

Our environmental commitment

PHS Datashred is committed to protecting the environment at every opportunity. We ensure that all of our activities are closely monitored to minimise waste and carbon production. We are also working on initiatives, such as highly efficient route-planning software, to actively reduce our carbon emissions.

Our services are also designed to help customers improve their own environmental performance by ensuring that once shredded, all paper is recycled. Our range of office recycling solutions can also help you to further protect the environment and meet your in-house environmental targets.

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Your Reputation

For many organisations, information is the most important and valuable commodity they own. No company can afford to underestimate the cost, to both their reputation and their bottom line, of information falling into the wrong hands. In an increasingly competitive business environment, your company's integrity, reputation and prosperity depend upon the secure handling, storage and destruction of sensitive information.



A search of rubbish bags outside 14 major banks found information on more than 5,000 customers.

SECURE ON-SITE SHREDDING

Your Profitability

The threat of ID fraud represents a real danger to businesses and is no longer a crime restricted to individuals. Something as simple as your company letterhead can be used against you to falsify records, re-direct mail or even change the information held on file at Companies House.

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All methods of information storage, not just paper files, are covered by the Data Protection Act 1998.



Our Service

With the ever-present threat of ID fraud and the growing risk of corporate theft, many organisations are now looking for a more visible and immediate secure destruction solution. To help such customers, PHS Datashred's on-site shredding services offer the ultimate re-assurance of secure destruction by guaranteeing that no confidential information will leave your site unshredded. Designed to give peace-of-mind to customers dealing with highly sensitive information, the service provides an immediate solution with an enhanced level of security.

As an authorised BS8470 company, you can be confident that PHS Datashred's processes and procedures, including staff-vetting, vehicle security and documentation, meet the very highest industry standards and that your confidential information is dealt with securely from "cradle to grave".

Our Process

Our on-site shredding service offers an immediate and highly visible service for those looking for the ultimate in secure confidential waste disposal.



1 tonne of paper recycled saves 17 trees

Our Vehicles

Our top-of-the range vehicles and commitment to the very highest service standards mean that you can be confident that PHS Datashred's on-site shredding service is a secure and controlled choice. Our fully trained, uniformed and security-vetted staff ensure that your confidential information is destroyed quickly and efficiently on your premises with no disruption to your business. The fully equipped shredding vehicles are capable of shredding up to two tonnes per hour and are available 24 hours a day, thereby offering you complete flexibility to specify a service time that suits you.

Our environmental commitment

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It's an alarming statistic that UK businesses alone are estimated to have produced over 80 million tonnes of waste last year. According to the Environment Agency, less than 45% of this waste is recycled and millions of tonnes will go straight to landfill.



20% of the world's wood harvest is used to make paper.

OFFICE RECYCLING SOLUTIONS

Our Service

In response to the growing financial, ecological and legal pressures to recycle more, PHS Datashred is committed to offering its customers a comprehensive range of recycling services.

At PHS Datashred we can even help you source recycled office products to ensure that your recycling policy offers a genuine "closed loop" process. Using office products that have been manufactured from the waste in your recycling bin allows you to offer a genuinely sustainable solution.

We offer

- Advice on implementing a successful office recycling scheme.
- A range of containers and service options.
- Staff training.
- Legally recognised waste transfer notes and recycling certificates.
- Detailed management reports.
- Posters and support material to help promote your scheme.



At PHS Datashred, we are happy to accept most forms of common office waste including:

- **Paper - both confidential and non-confidential**
One tonne of paper recycled saves 17 trees
- **Plastic cups and bottles**
Currently only 7% of the UK's annual 3 million tonnes of plastic waste is recycled
- **Glass**
Recycling just 2 glass bottles saves enough energy to boil a full kettle
- **Cans**
Making one aluminium can from raw materials uses the same amount of energy needed to recycle 20
- **Toners**
- **Cardboard**



WEEE Directive waste

At PHS Datashred we can also help you recycle waste governed by the WEEE Directive. We are able to provide a highly secure recycling option for redundant IT equipment, printers and mobile phones. Wherever possible, this equipment is made secure, re-furnished and re-used in UK charitable projects or completely recycled by component specialists. By choosing PHS Datashred as your recycling partner, you can rest assured that such waste is dealt with securely and with the utmost respect for the environment.

Why recycle?

Your profitability

Waste disposal is now costing the UK industry up to 5% of its annual turnover; implementing a comprehensive recycling programme could save your company up to £1000 per employee.



Your legal obligation

"Producer Responsibility" is a key principle in today's business environment and many businesses are now legally obliged to achieve recycling targets set by legislation such as the Packaging Waste Regulations 2005 and the WEEE Directive which came into force in July 2007.

Corporate social responsibility

With more and more consumers demanding goods from sustainable sources and examining the ecological credentials of businesses, it pays to recycle.

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www.shredding.info

Your Reputation

As a company you handle confidential information on a daily basis and are entrusted by your staff, customers and suppliers to protect this information. Yet many businesses fail to recognise that redundant computer equipment may also contain confidential information that you are legally and morally obliged to dispose of appropriately.

The Data Protection Act governs data in all forms, both paper and IT based files



Your Profitability

The threat of fraud represents a real danger to businesses and is no longer a crime restricted to individuals. Increasingly, confidential information about staff and customers is held on computer yet many businesses fail to protect this information when it comes to disposing of redundant IT equipment.

ID Fraud is one of the UK's fastest growing crimes and latest figures suggest it could cost the UK economy as much as £3 billion per annum.

WEEE RECYCLING

Your Legal Obligations

The WEEE (Waste Electrical and Electronic Equipment) Directive which came into force on the 1st July 2007 places a legal duty on businesses to ensure that their redundant IT equipment and electrical equipment is recycled. It has essentially been designed to ensure that the millions of tonnes of waste electronic equipment produced every year does not end up in landfill.

By placing the legal obligation on the waste producer to ensure that redundant electronic waste is re-used or recycled

wherever possible, the WEEE Directive is designed to force both businesses and consumers to examine the amount of waste they produce and embrace waste minimisation and recycling programmes. Under this broad legislation, items as diverse as mainframe computers, toasters, mobile phones and fax machines have to be separated from normal waste and marked for recycling or reuse.

The WEEE Directive means that you can no longer dispose of your old IT equipment alongside your general waste.



Our Service

PHS Datashred offers a truly secure recycling route backed by a BS8470 approved security shredding company. With over ten years experience in the secure destruction industry, PHS Datashred offers the perfect solution for those looking to balance the social and environmental benefits of recycling WEEE against the commercial imperative of protecting confidential information.

Our service will ensure that 100% of your company's redundant electrical and IT equipment, such as PCs, monitors, fax machines and mobile phones are re-used or recycled without exposing your confidential information to potential misuse. By choosing PHS Datashred you can comply with the WEEE Directive and protect the environment with the reassurance that your company information and reputation is in good hands:

- Compliance with WEEE Directive
- Destruction & Recycling certificates provided
- 100% of equipment is securely recycled
- Full audit trail, backed by ISO9001:2000 compliance.



Our environmental commitment

PHS Datashred strives for Best Practice when meeting both our legal and social obligations. This commitment ensures that everything we process is dealt with in a way that minimises the environmental burden. We will ensure that 100% of your electronic waste is recycled and no harmful components are sent to landfill. We are also committed to supporting the "proximity principle" and undertake all re-use and recycling here in the UK so waste is never sent overseas, either for recycling or disposal.

Through our ongoing development efforts with partner organisations, we strive to re-use all viable IT equipment, thereby maximising the life of the equipment. As well as benefiting the environment, this commitment also provides valuable IT resources to community groups. Our re-furbished computers are currently offered Free of Charge to support charities such as Help The Aged, which provides computers, broadband and training to the elderly.



T: 0845 601 9322

F: 01322 316147

www.recyclemycomputer.co.uk

PHS Datashred offers a convenient and cost-effective range of containers to support your in-house environmental targets.

Our Service

Our products have been designed to offer a flexible and affordable solution to encourage your staff to segregate waste materials.

Visit our web site for our complete range of containers
www.shredding.info

OFFICE RECYCLING RANGE



1 DESK TRAY & RB800 RECYCLING BOX

Dimensions Desk Tray:

160(h) x 230(w) x 310(d) mm

Dimensions RB800

Recycling Box 80 ltr:

800(h) x 380(w) x 250(d) mm

Details:

Simple, yet highly effective methods to encourage convenient waste paper recycling in any office. The desk tray sits either up right or flat and can hold approximately 1 ream of paper. While, the surprisingly sturdy bin is easy to empty and store as it holds an internal bag.

2 ENVOY

Dimensions:

90 ltr - 730(h) x 520(w)
x 375(d) mm

110 ltr - 860(h) x 520(w)
x 375(d) mm

Details:

The Envoy container range offers an attractive, half-moon design in a range of colours and specially designed apertures. With clearly visible instructions, this range can be used to collect bottles, plastic cups or a lockable version is available for confidential data.



OFFICE RECYCLING RANGE



4 NEXUS

Dimensions:

50 ltr - 680(h) x 295(w)
x 510(d) mm

140 ltr - 1195(h) x 606(w)
x 595(d) mm

Details:

Available in 2 sizes, a range of colours and aperture options, the Nexus range is a highly visible and distinctive container. Each container has a fully removable door to allow easy emptying of the disposal sack and a lockable secure unit is available for confidential waste.

5 SLIM JIM RANGE

Dimensions:

60 ltr - 632(h) x 279(w)
x 587(d) mm

87 ltr - 762(h) x 279(w)
x 508(d) mm

Details:

Suitable for most recycling applications, the Slim Jim range offers a convenient and space-saving office recycling solution. Available in 2 sizes and with a range of lid colours and aperture options, this unit helps support your workplace recycling initiatives.

6 ENVIROBIN

Dimensions:

57 ltr - 660(h) x 302(w)
x 523(d) mm

100 ltr - 807(h) x 448(w)
x 448(d) mm

Details:

Available with a selection of colour coded lid inserts and a variety of recycling and security apertures, the Envirobin offers the opportunity to create recycling and waste collection points in a single or multiple internal locations.

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www.shredding.info

SECURE BIN RANGE

Security begins on your premises so the containment of confidential waste is vital. For this reason, PHS Datashred offers a range of units to conveniently collect and store confidential waste.



Our Service

We provide a highly visible and convenient unit on your premises that can help you reinforce your data protection policy and promote the legally compliant handling of data from collection until final disposal.

Visit our web site for our complete range of containers
www.shredding.info

1 INTERNAL 2 WHEELED CONTAINER

Dimensions:

120 ltr - 930(h) x 480(w) x 555(d) mm

Holds the equivalent of 2-3 standard sacks

240 ltr - 1070(h) x 580(w) x 740(d) mm

Holds the equivalent of 4-5 standard sacks

Details:

A convenient and lockable unit for internal storage which comes with a A4-sized paper slot. This portable container can easily and safely be moved if required, thereby ensuring complete compliance with Health and Safety Legislation.

2 SECURE SLIM JIM

Dimensions:

60 ltr - 587(h) x 279(w) x 632(d) mm

87 ltr - 762(h) x 279(w) x 508(d) mm

Details:

Part of the Slim Jim range, this secure unit has been specially designed for confidential waste. Available in 2 sizes, the Secure Slim Jim is perfect for areas where space is at a premium.

SECURE BIN RANGE



3 SACK CABINET

Dimensions:

900(h) x 555(w) x 555(d) mm

Details:

This lockable console contains a double-stitched bag, which can be simply and easily emptied. The console is fully lockable and has a convenient paper slot opening. The cabinet is available in different wood shades, subject to minimum order quantities and looks great in an office environment.

4 CONFI BIN CABINET

Dimensions:

965(h) x 640(w) x 615(d) mm

Details:

Designed to accommodate a 120 litre wheeled bin, this lockable cabinet is a convenient and stylish solution. With a paper posting slot and internal bin retainer, this cabinet is designed to offer a secure storage solution to co-ordinate with any office environment.

5 SACKS & SECURITY TIES

Dimensions:

2 sizes capable of holding up to 20 and 30 kg respectively.

Details:

These heavy-duty polywoven sacks are supplied with a tamper proof tag to ensure complete security. The sacks are typically pre-packed in 10s or 25s with filling instructions.

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