



A Simple Introduction Guide to SHREDDING

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



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Data Protection



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. That's where McCarthy's come in. We can shred:

- Client/Customer Records
- Confidential Financial Information
- Job Applications
- Bank Statements
- Payroll Records
- Patient Records
- And on and on and on...

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 shredded, they're not more secure at all.



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

GET A QUOTE TODAY!

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. 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 back here at our Leeds depot within 24 hours and often immediately.



Our secure warehouse is used to store the material prior to shredding and our entire premises have 24hr CCTV with remote camera monitoring and state of the art 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Periodic Clear outs are ideal to be done off site, maybe quarterly or annually for such things as tax and vat records, outdated files, old invoices, or maybe old personnel records.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 it's 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.

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

Recycling!

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

We are not a recycling company but a by-product of what we do is that we recycle paper.

The paper we shred is baled and sent to UK Mills and recycled back into toilet and tissue paper.

At the end of the year, we will 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 your social media platforms to show your visitors, your customers and even your staff your contribution to the environment.



Top Tips

1. Be aware of the law! You cannot take work documents home to destroy/shred. These must be destroyed on-site.
2. Cover yourself – if you are shredding documents on behalf of somebody else at home or in the workplace, 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 personal material for shredding is stored correctly – i.e., in a lockable cabinet or shredding bags
4. Data Breaches and Violation of GDPR can lead to a **maximum fine of £17.5 million or 4 per cent of annual global turnover - whichever is greater** so make sure you are 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 and make sure you're choosing the right one for you.

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.



Proud to be an employee owned company