



# Russell Richardson & Sons Ltd



## Data & Media Destruction

### Did You Know?

“Identity theft affects more than 100,000 people every year” (Directgov)

Imagine if just one of these people had been able to prove that your company, through negligence or ignorance, was responsible for the information leak. Your business would be facing serious legal action and financial consequences.

### How Can We Help You?

We can help you to protect your valuable and confidential data, whilst ensuring full compliance with the Data Protection Act 1998, with our secure on- and off-site shredding services.

**Dedicated Service Team** - Your dedicated Account Manager and driver crew will work with you to deliver the most cost effective solution for your business.

**Convenient & Reliable Solutions** - You can arrange predetermined dates to best suit your needs or simply contact us when you are ready for your data and media to be collected for destruction.

**Value for Money** - We offer you the highest level of compliancy, protection and security at the most competitive prices.

**Protect & Conform** - We provide you with all the necessary destruction certificates and paperwork to prove compliance.



## What Can Be Destroyed

- X-rays
  - Microfiche
  - Microfilm
  - Audio Tapes
  - Video Tapes
  - CD's
  - DVD's
  - Memory Sticks/Flash Pens
  - Mylar
  - Reel-to-Reel tapes
  - Stored Data
  - Back-Up Tapes
  - Disks & Diskettes
- And more...

## Mobile On-Site Shredding

**Step 1:** Your dedicated, security vetted and uniformed crew will arrive at a pre-arranged date to destroy your data & media on-site with our mobile shredding unit. You are welcome to observe the process from our viewing platform.

**Step 2:** A designated member of your staff will be asked to sign the waste transfer note and they will receive a copy for your records.

**Step 3:** Your shredded items are transported to our central plant where they are disposed of safely.

**Step 4:** For assurance, you will be issued with a Certificate of Destruction

## Off-Site Shredding

**Step 1:** Your dedicated, security vetted and uniformed crew will arrive at a pre-arranged date to collect your data & media for destruction.

**Step 2:** A printed record of the items collected is attached to the waste transfer note and a designated member of your staff will be asked to sign the note. They will receive a copy for your records.

**Step 3:** Your items are securely transported to our central plant where they are destroyed by shredding on the same day.

**Step 4:** For assurance, you will be issued with a Certificate of Destruction

