



Russell Richardson & Sons Ltd



On-Site Mobile and Off-Site Confidential Shredding

Did You Know?

“Over two hundred thousand British businesses have already fallen victim to identity theft in the UK” (Close Invoice Finance)

“1 in 4 businesses do not know if or do not believe that they are compliant with the Data Protection Act 1998” (YouGov)

The most effective way to safeguard your business's identity and to protect against compliance failure is to invest in confidential shredding services.

How Can We Help You?

We can offer you over 30 years of experience in protecting companies from security threats and compliance failure by providing safe and secure 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 - We can arrange predetermined dates to best suit your needs. Alternatively, you can contact us when you are ready for your data and documents to be removed for shredding.

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

Protection & Compliance - We provide you with all the necessary destruction certificates and paperwork for your audit trail and environmental performance figures.

Minimal Disruption - Our efficient crews and high capacity mobile shredding vehicles can shred approximately 3 tonnes per hour to offer minimal disruption for your business.

Tel: 0845 225 4057 info@russellrichardson.co.uk



How It Works

Mobile On-Site Shredding

Step 1: We will provide the right secure storage solutions for your business, including security sacks, locked cabinets and wheelie bins into which your staff can deposit redundant data and documents.

Step 2: Your dedicated, security vetted, ID and uniformed crew will arrive at a prearranged date to empty your lockable security containers and sacks on our mobile shredding vehicle. Volumes and quantities of sacks or bins are noted on the waste transfer note.

Step 3: Your data and documents are destroyed immediately on your premises in our high capacity mobile shredding vehicles. You are welcome to observe the process at any time from our viewing platform.

Step 4: A designated person will be asked to sign the waste transfer note on behalf of your company and they will receive a copy for your records.

Step 5: The shredded paper is returned to our shredding plant and immediately placed into our baler, compressed into bales and sent to a tissue mill for recycling.

Step 6: You will receive a Certificate of Destruction for your records to confirm your compliance under the Data Protection Act 1998.

Off-Site Shredding

Step 2: Your dedicated, security vetted, ID and uniformed crew will arrive at a prearranged date to collect your sacks and containers. They will remain locked and unopened until they are returned to our central shredding plant. Volumes and quantities of sacks or bins are noted on the waste transfer note.

Step 3: A designated person will be asked to sign the waste transfer note on behalf of your company and they will receive a copy for your records.

Step 4: Your data and documents are safely and securely transported to our central shredding plant where they are immediately shredded.