

“Veolia Environmental Services understood our needs and recommended an affordable solution for securing and recycling our confidential documents.”

Many companies need confidential documents destroyed safely to protect their clients' privacy and meet their own legal obligations in terms of the Data Protection Act. At our well established document shredding collection facilities across the UK, we've been taking good care of our clients' sensitive information for many years. So you can trust us to shred your risks with a safe and secure service that's competitively priced and affordable too.



*Turning waste into a resource*

We care about the impact our business has on the environment. That's why we're passionate about turning waste into a resource. We try to print as little as possible but whenever we have to, we make sure we always use recycled paper and vegetable inks.

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Printed on 100% Recycled Paper





Shredded

your risks

Find out more about our affordable,  
secure shredding and recycling service.

# Complete peace of mind

From bank statements to commercial contracts, personal data to private records, your business deals with confidential paperwork every day.

But with the rise in identity and document theft, that information could present a serious security risk if it were to fall into the wrong hands. Any breach in security could also do irreparable damage to your business reputation, destroying your relationship with customers and costing many thousands of pounds in lost contracts.

It's a risk that's simply not worth taking. That's why you need a confidential document shredding collection service that you can really trust. And you won't find a better solution than Veolia Environmental Services. We're the UK's largest and most experienced recycling and waste management company with the highest standards of security and system accreditation. So we can offer you the ultimate in protection and peace of mind.

Our secure shredding services are accredited to:





## How it works

Veolia can provide a flexible confidential waste management service that's tailored to your exact requirements. Whether you're a small business or a national chain, we have the equipment and service levels to suit your needs – whatever it takes to keep your business safe. Simply rent our containers to keep on site or buy bags for us to collect.



## A choice of containers

We can provide a range of containers to place around the office for staff to dispose of sensitive information on a daily basis, including lockable consoles, bags and 120 or 240 litre bins designed with letterbox openings. For larger one-off archive clearances we can supply external secure containers. All our bags are made of paper so the contents can be shredded without them being opened. And it goes without saying that any paper we shred is then recycled. It's just one more way that we turn waste into a resource.



Bags



Internal console



240 litre

## A range of service levels

We provide a tailored waste collection service from pre-booked collections to ad-hoc pick ups and one-off archive clearances. But it's your routine that will dictate how often we collect. Most clients opt for our standard weekly collection. However, we can also provide a more frequent service should you require. And if you ever need an extra collection, we're only a phone call away.

## Competitive prices

We have a menu of competitive prices that will vary according to the type of container and collection schedule that your business requires. Please ask for details.

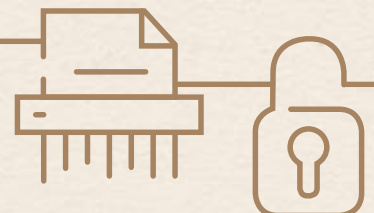
## Site visits

At Veolia we're proud of the high standards that we achieve throughout all our waste management facilities. But the only way for you to genuinely understand the superior service standards that we can provide is to see for yourself. That's why we encourage all our customers to take part in a site visit to see how we turn waste into a resource. We can arrange to give you a personal tour of our facilities and explain our service in more detail at a time suitable to you.

For more information please contact:

**0845 6060 460**

email: [documentshredding@veolia.co.uk](mailto:documentshredding@veolia.co.uk)  
or visit: [www.veolia.co.uk/shredding](http://www.veolia.co.uk/shredding)



## These are some of the questions that our new customers often ask



### Q. Will I receive a Certificate of Destruction?

A. Once your confidential data has been destroyed we will issue you with a Certificate of Destruction to certify that the proper destruction policies and procedures were followed. You can then keep this on record as proof of your compliance with Data Protection legislation. For your added peace of mind we can also provide you with a full audit trail, including bar-coded bags.

### Q. What about non-paper items?

A. We can collect any confidential, non-paper items separately and arrange for them to be destroyed at one of our secure destruction facilities.

### Q. What security standards do you adhere to?

A. Veolia Environmental Services is a member of the British Security Industry Association (BSIA), the trade association for the professional security industry in the UK. As a BSIA member we have accreditation to BS EN 15713. This means that we adhere to the essential requirements and operating procedures for a professional information destruction company, from the checks carried out on our staff members to the security of our premises.

### Q. How can I be sure your staff are trustworthy?

A. As you would expect from the UK's largest recycling and waste management company, all our drivers and operatives are security checked to BS7858 standards so you can be sure that your sensitive waste is in the safest of hands whilst on-site and in transit.

### Q. What about site security?

A. Making sure that your sensitive materials are shredded in the most secure way is our main priority. Our shredding and destruction operation is highly secure. We protect the entire facility with CCTV surveillance cameras, inside and out, to guarantee security both during and after business hours.

### Q. Do you have any ISO accreditations?

A. At Veolia we take quality management and our statutory and regulatory obligations very seriously. Our ISO accreditations include ISO 9001, ISO 14001 and OHSAS 18001.

### Q. What happens once my waste is shredded?

A. All the shredded documents are recycled into more paper – predominantly tissue and hygiene products.

