

SECURE SHREDDING



Professional, reliable services to ensure privacy, security and compliance

Secure Shredding

Professional document shredding: the proven disposal solution

Cost-effective services for privacy, security and compliance

Iron Mountain is acknowledged as the world's leading provider of cost-effective, managed programmes for secure and confidential shredding of business information – regardless of media or format.

Thousands of government agencies, banks and organisations of all sizes rely on Iron Mountain to destroy millions of sensitive documents every month. The reason? They know that Iron Mountain is the reliable, professional partner they need to handle disposal of their confidential information, safely and securely.

Off-site shredding services include complete consulting and customised programmes that ensure compliance with all relevant regulations.

Developing and managing risk programmes through secure shredding

'Information security' is often associated with computer data, passwords, firewalls and hackers. But an even greater danger area is the disposal of confidential information stored on paper, floppy disks, videotapes and other media. This is a strategic issue that must be managed on two fronts:

Privacy

With crimes such as identity theft on the increase, information privacy is more highly valued than ever. This is why companies are taking not only statutory measures but also further additional steps to safeguard confidential information.

Many industries and markets are seeing increasingly stringent regulations governing the disposal of confidential customer information. For example, Data Protection, Information Security, the Freedom of Information Act and FSA regulations, and many other industry and UK-specific laws require companies to take additional steps to protect customer information.

Security

US businesses lost more than \$7 billion to corporate espionage in 2004 and the UK market is starting to suffer comparative levels of this type of crime with current figures estimated at £1.3billion. A key driver is the volume of strategic information that goes into the rubbish bin every day: business plans, marketing and product plans, price lists, customer lists, legal documents, contracts, payroll records, ID badges, and much more. Similarly, companies must also safeguard employee information such as performance reviews, salary plans, insurance and disability records.

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Comprehensive solutions

Safe, secure off-site shredding

Iron Mountain's shredding service is the safe, convenient solution for secure disposal of confidential or sensitive information. Disposal teams collect confidential materials in specially designed security containers on a regularly scheduled basis.

Materials are then securely transferred to the nearest shredding plant. All materials, whether stapled, paper clipped, or bound, are securely and completely destroyed using premium, industrial grade shredders and pulverisers. Non-paper materials such as binders, folders, transparencies, films, microfilms, X-rays, photographs, blueprints, credit cards, computer disks, tapes, videos, CDs, and cartridges can also be processed.

Iron Mountain provides accountability receipts for each service performed as well as a Certificate of Destruction with each invoice. Where possible, materials are then recycled.



Guarding your sensitive and confidential information with mission-critical responsibility.

Document purges

If you're moving offices or clearing out archives, Iron Mountain can provide secure shredding off-site. This extends to filing cabinets of old documents that are no longer needed, but that require safe and secure disposal. The scope of the project is assessed and all of the resources for efficient and secure destruction are provided.

Other value-added services

Iron Mountain also offers a wide range of targeted additional services for customers such as banks, healthcare providers, government agencies, universities and other businesses. These include:

Short-term retention

Financial institutions can establish a delayed shredding schedule for their materials. Discarded documents can be stored for extended periods before shredding, giving customers an added recovery option if important documents are inadvertently misplaced. This can be an important part of a Data Protection compliance programme.

Facility management

Iron Mountain offers customised, outsourced solutions for companies that require on-premises document shredding. Equipment and facilities management provision is tailored to suit customers' needs, part-time or 24 x 7.

Custom solutions and consulting

Unique, broad-based expertise makes Iron Mountain ideally placed to provide custom solutions to meet clients' specific requirements across all areas of risk management. These include: legal compliance, security procedures, liability exposure, destruction plans, site analysis, management reporting and more.

The Iron Mountain advantages

Experience

Iron Mountain has provided secure shredding and risk-management services to thousands of companies since 1965 and is acknowledged as the world leader in its specialist field.

Expertise

Iron Mountain manages the entire process, from assessment and strategy to implementation and Certificate of Destruction. This is achieved using a network of facilities and a fleet of secure, mobile vehicles operated by trained professionals. We bring structure and discipline with consistent systems, schedules, controls and procedures.

Chain of custody

Shredding processes are engineered to provide the highest level of customer protection. All processes are driven by security: locked containers, uniformed personnel and secured facilities. This way, safe destruction of all materials is ensured.

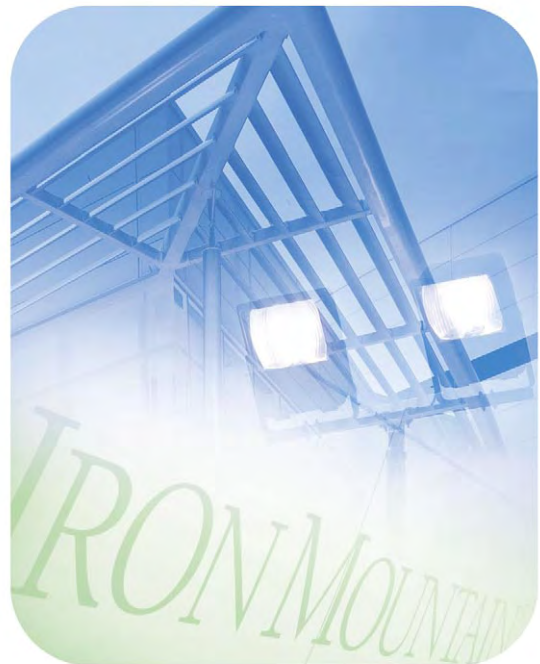
Comprehensive solutions for document management

As well as secure shredding services for sensitive and confidential information, Iron Mountain also offers storage solutions and post-storage destruction of archived materials.

Global coverage and financial strength

Iron Mountain operates on a multinational scale, meeting the needs of a global customer base which spans all major areas of international commerce.

A £1bn+ publicly listed company, Iron Mountain has the financial resources and business continuity to form long-term customer partnerships.



Member of the National Association of Information Destruction.



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Iron Mountain operates in major markets worldwide, serving thousands of customers throughout the UK, Europe, U.S, Canada and Latin America. For more information, visit our website at www.ironmountain.co.uk

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