



# B&M Secure Shredding

Confidential and secure shredding for organisations



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[bandmshredding.com](http://bandmshredding.com)

# At B&M, we take privacy seriously...

Every organisation handles sensitive information. Whether it's customer data, financial reports or employee records; in the wrong hands it can open your business up to fraud.

## How we protect your business

As a registered principal member of the BSIA, accredited to ISO 9001 and the BS EN 15713 standards, B&M Secure Shredding deliver services of the highest quality. All operatives hold government enhanced DBS checks, and are vetted in accordance with BS 7858, the UK standard for vetting of people employed in the security sector.

After shredding your documents, you will receive a Certificate of Destruction for proof of secure data destruction.



## Giving you peace of mind

Shredding confidential documents on an office shredder can be time consuming and there is always a risk of human error. Outsourcing allows employees to concentrate on their daily jobs and guarantees your secure material is dealt with appropriately.

## Avoid Costly Fines

By adhering to GDPR regulations and taking steps to ensure paperwork is shredded professionally, you will avoid potential fines of up to 4% of turnover.

## Go Green

B&M Secure Shredding was the first shredding company in the UK to achieve Carbon Neutral status, offsetting our carbon footprint and monitoring our carbon emissions.

## Improve Your CSR

Our in-depth environmental reports demonstrate total diversion from landfill and all shredded paper is 100% recycled.

## Our Credentials:

ISO 9001: 2008

BS EN 15713

BS 7858

Principal members of the BSIA



Carbon  
Neutral  
PAS 2060



# Our Services

## Off-Site Shredding

Our most popular and cost effective secure shredding service is trusted by many of our customers. We provide a choice of lockable consoles with anti-tamper features to store your documents ready for shredding. We will collect and securely transport your information in satellite-tracked vehicles to our depot where they will be shredded and recycled. A Certificate of Destruction is provided as proof of secure data destruction.



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## On-Site Shredding

Mobile on-site shredding is an option for organisations that like the peace of mind that comes with seeing their confidential information destroyed in person. All documents are shredded while the mobile-shredding vehicle is on-site and a certificate of destruction is issued immediately.





## One-Off Shredding

Our on-demand shredding service is for organisations that do not require a regular collection or in combination with a regular shredding service. Perfect for office deep cleans and when moving to a new premises, our 'purge' shredding service is flexible enough to meet your needs.

We offer a tailored service, working with you to make your ad-hoc shredding requirements hassle-free.

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## Specialist Services for Printing Houses

Printers, design agencies, creative and marketing agencies all require a specialised service to ensure that all types and volumes of print and packaging waste is collected, shredded and processed properly.


As well as the reassurance that all printed material is securely destroyed, we will also help you meet your environmental targets. As a carbon-neutral company we ensure that 100% of paper is recycled to be used in new paper-based materials.

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## Home Shredding

Confidential and secure shredding for your personal information.

With our home shredding service we can securely destroy anything with your name, address or other personal information on, including bank statements, bills, insurance documentation and letters. This service is particularly useful for people who work from home or have stored many years' worth of personal documents.



## Uniform and ID Badge Destruction

We recognise how important it is to businesses that items used for security and identity purposes do not fall into the wrong hands. This could damage the reputation of your brand, in addition to posing a significant security risk.

Our shredding facility can securely destroy plastics, textiles, metals and other items. If they cannot be recycled, shredded materials will be sent to generate energy from waste and you will be issued with a Certificate of Destruction.

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## Media Destruction

With more information stored electronically than ever before, it is important to dispose of your computer and media equipment securely to protect your confidential data.

**We can dispose of:**

- Desktop computers
- Computer monitors and hard drives
- Laptops
- Printers
- CD's and DVD's

We work in conjunction with our hazardous waste team to dispose of any harmful components (e.g laptop screens) in compliance with the Hazardous Waste Regulations 2005.

After wiping and destroying your media equipment, we recycle each component and provide you with a Certificate of Destruction.



## Secure Product Destruction

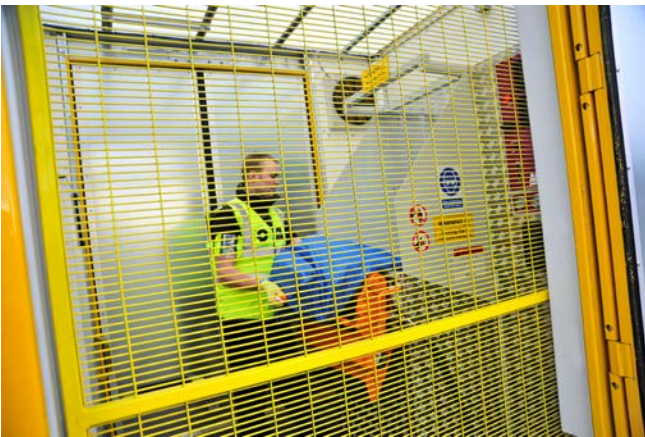
Sometimes things happen that can result in the branded products you produce not being used. With our secure product destruction service, we will ensure that no products re-enter the marketplace fraudulently, protecting your brand integrity and maintaining safety. Our shredding facility can handle a wide variety of items including metals, plastic, fabric, ceramics, liquid, and of course paper. Our destruction service will be tailored to your individual requirements, ensuring nothing falls into the wrong hands.

### Branded Goods including:

- Faulty products that cannot be sold
- Illegal or counterfeit goods
- Contaminated packaging
- Damaged products
- Marketing materials
- Manufacturing defects

### Redundant Stock including:

- Out-of-date products
- Excess stock
- Product samples
- Product recalls
- Prototypes



### Bespoke services to meet your individual requirements

Products for destruction will be collected by our dedicated confidential shredding vehicles and transported to our depot. All products are destroyed safely and securely by our team who hold the highest standards and accreditations.

Our aim is always to send zero waste to landfill and wherever possible we will break products down into their separate components for recycling. Any waste that cannot be recycled will be used to generate energy.

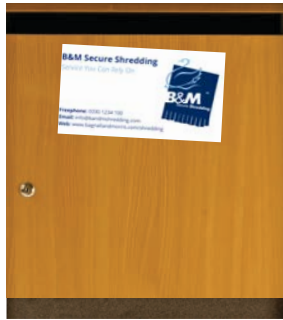
# Container Options

We provide locked containers to safely store confidential information before it is shredded. Each console/container has a shaped aperture and an anti-tamper shelf, so that only the relevant materials can be received. Short of space? We can also provide shredding sacks which you can fill and secure in a locked cupboard until we collect it.



## Lockable Confidential Waste Console

**Height:** 0.91m  
**Width:** 0.50m  
**Depth:** 0.50m



## Junior Console

**Height:** 0.45m  
**Width:** 0.50m  
**Depth:** 0.50m

Available in Beech, Grey or White. Shell in Granite MFC, PVC and melamine edges



## 240 Litre Lockable Shredding Bin

**Height:** 1.08m  
**Width:** 0.56m  
**Depth:** 0.56m



## Confidential Waste Bags

**Height:** 0.90m  
**Width:** 0.55m  
**Depth:** 0.55m

Holds 15-20kg

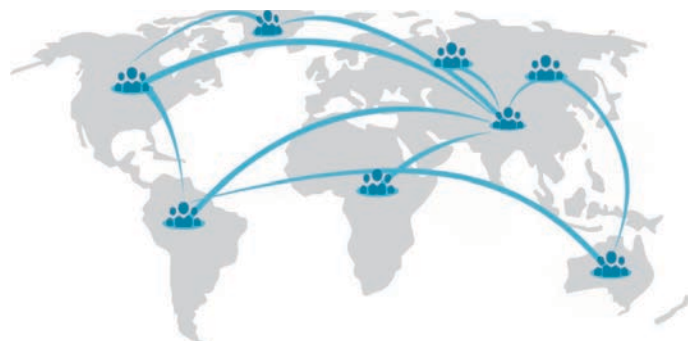
For large bulk clear-outs, including warehouses or office moves, we can also provide and collect pallets, open top drums or archive boxes using our collection fleet. Whatever your requirement, we'll work with you to come up with the solution that works for your organisation.



# GDPR - Is Your Business Compliant?

## What is it?

GDPR dictates the policies surrounding data protection for every organisation around the world that handles, stores or processes the personal data of EU citizens.



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## What Does it Cover?



**Transparency** - Data protection authorities can review a company's privacy policies at any time.



**Leadership** - Organisations with 250+ staff must appoint a Data Protection Officer.



**Right to Be Forgotten** - Personal information can't be held for any longer than necessary.



**Notification** - Certain data breaches have to be reported within 72 hours of discovery.



**Risk** - Where privacy breach risks are high, GDPR requires Privacy Impact Assessments (PIAs).



**Privacy By Design** - Technical and organisational measures to protect personal data against unlawful processing.

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## How Can Shredding Support GDPR?

Shredding helps your organisation to meet GDPR requirements by disposing of data securely and preventing access by third parties.

### Make Sensitive Data Unrecoverable

A professional shredding service ensures that documents of a sensitive nature cannot be read or used after being destroyed. Once they're gone, they're gone forever.

# The Six Steps to Shredding



## STEP 1.

Confidential material is stored in a secure container on your site



## STEP 2.

Our shredding operative visits your site to collect your confidential paper



## STEP 3.

The secured material is taken and shredded securely onsite or offsite as required



## STEP 6.

Your shredded paper is made into new products



## STEP 5.

The paper is taken to a paper mill and recycled



## STEP 4.

A Certificate of Destruction is issued



# B&M Waste Services

A family run business based in the North West, B&M Waste Services provide award-winning recycling-led waste management solutions designed to reduce costs and meet environmental obligations. We are dedicated to supporting our customers in meeting their environmental and operational targets.

## Our waste collection services include:

- General Waste
- Paper and Cardboard Recycling
- Food Waste
- Glass Recycling
- Plastics Recycling
- Hazardous Waste
- Total Waste Management



## Generating electricity from general waste

As a Carbon Neutral business, we are committed to achieving 'zero waste to landfill'. With our own Refuse Derived Fuel facility in Manchester, we can process non-recyclable waste to generate heat and power.

## Hazardous Waste

Our specialist ADR qualified drivers, handlers and in-house chemist (DGSA) and safety team ensure that you remain compliant without the stress.

## We can dispose of:

- Waste Electrical and Electronic Equipment (WEEE)
- Fluorescent tubes
- Batteries
- Aerosols
- Adhesives
- Solvents
- Paints
- Clinical waste





**Head Office**

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Ribbleton, Preston, PR2 5AP

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