



**B&M Waste Services  
Secure Shredding  
Certificate Pack**

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

0330 1234 100



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## SS-POL-001 QHSE POLICY STATEMENT

B&M Secure Shredding is engaged in the collection and destruction of confidential material. We have the ability to facilitate both onsite and off-site destruction in accordance with BS 15713 Information Destruction. We are committed to achieving the highest levels of customer satisfaction by offering a service that will consistently meet or exceed the requirements and expectations of our client base. We are also committed to continual improvement of our business systems and have developed a quality management system externally certified to ISO9001:2015.

B&M Secure Shredding will maintain adherence to all applicable Health, Safety & Environmental legislation in addition to other requirements to which the company subscribes. We will actively pursue continual improvement through programs that enable each of our employees to complete their undertaking correctly each and every time. This will be achieved while striving to maintain profitability, decrease costs and increase sales.

B&M Secure Shredding is fully committed to the achievement of our quality objectives, which will be set via Management Review on an annual basis.

The company is also dedicated to managing its work in a way which minimises the risks arising from it and reduces the likelihood of anyone sustaining injury whilst at work.

The Directors will ensure there are sufficient resources available and arrangements in place to realise the published objectives and facilitate safe and efficient working.

This QHSE Policy is formally communicated to our employees and will be reviewed periodically by the Management Team to ensure it remains suitable and reflects business activities.

Signed

Paul Curtis

B&M Secure Shredding Director  
1<sup>st</sup> August 2021



**CERTIFICATE OF INCORPORATION  
ON CHANGE OF NAME**

Company Number 10979278

The Registrar of Companies for England and Wales hereby certifies that under the Companies Act 2006:

**BAGNALL & MORRIS SECURE SHREDDING LIMITED**

a company incorporated as private limited by shares; having its registered office situated in England and Wales; has changed its name to:

**B & M SECURE SHREDDING LIMITED**

Given at Companies House on **30th November 2017**



Companies House



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES

# Certificate of Registration under the Waste (England and Wales) Regulations 2011

## Regulation authority

Name



Address

National Customer Contact Centre  
99 Parkway Avenue  
Sheffield  
S9 4WF

Telephone number

03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

## Carriers details

Name of registered carrier

B & M Secure Shredding Limited

Registered as

An upper tier waste carrier, broker and dealer

Registration number

CBDU412799

68

Address of place of business

Argyle Street  
Birkenhead  
Merseyside  
CH41 6AF

Telephone number

0330 1234 100

Date of registration

10 November 2021

Expiry date of

registration (unless revoked)

10 November 2024

## Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.

Mia Taylor  
Client Coordinator  
Corporate

Marsh Ltd  
No4. St Paul's Square,  
Old Hall Street,  
Liverpool, L3 9SJ  
Tel/Fax +44 (0) 151 236 9771  
mia-louise.taylor@marsh.com  
www.marsh.com

6 July 2021

To whom it may concern

Dear Sirs,

CONFIRMATION OF INSURANCE – B & M Secure Shredding Limited

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

#### Public and Products Liability

<b>LEAD INSURER</b>	Protector Forsikring ASA
<b>POLICY NUMBER</b>	1354794
<b>PERIOD OF INSURANCE</b>	7 <sup>th</sup> July 2021 to 6 <sup>th</sup> July 2022
<b>LIMITS OF LIABILITY:</b>	GBP 5,000,000 each and Single Compensation Loss and in the annual aggregate in respect of Products Liability and Sudden Pollution Liability

#### Public/Products Liability in Excess

<b>LEAD INSURER</b>	Chubb European Group Ltd
<b>POLICY NUMBER</b>	43152185-19/0
<b>PERIOD OF INSURANCE</b>	7 <sup>th</sup> July 2021 to 6 <sup>th</sup> July 2022
<b>LIMITS OF LIABILITY</b>	GBP 15,000,000 any one occurrence and in the aggregate any one period in respect of products in excess to the primary policy above



### Employers Liability

<b>LEAD INSURER</b>	Protector Forsikring ASA
<b>POLICY NUMBER</b>	1354794
<b>PERIOD OF INSURANCE</b>	7 <sup>th</sup> July 2021 to 6 <sup>th</sup> July 2022
<b>LIMITS OF LIABILITY:</b>	GBP 10,000,000 Each and every Single Liability Loss

### Hired in Plant Insurance

<b>LEAD INSURER</b>	Royal & Sun Alliance Ins plc
<b>POLICY NUMBER</b>	RSAP5463300200
<b>PERIOD OF INSURANCE</b>	7 <sup>th</sup> July 2021 to 6 <sup>th</sup> July 2022
<b>SUMS INSURED / LIMITS</b>	Hired in Plant GBP 200,000

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

This letter shall be governed by and shall be construed in accordance with the law of England and Wales and any disputes as to its terms shall be submitted to the exclusive jurisdiction of the courts of England and Wales.

Yours faithfully,

*Mia Taylor*

Mia Taylor  
Client Coordinator



Mia Taylor  
Client Coordinator  
Corporate

Marsh Ltd  
No4. St Paul's Square,  
Old Hall Street,  
Liverpool, L3 9SJ  
Tel/Fax +44 (0) 151 236 9771  
mia-louise.taylor@marsh.com  
www.marsh.com

6 August 2021

To whom it may concern

Dear Sirs

**CONFIRMATION OF INSURANCE – Bagnall & Morris (Waste Services) Ltd and subsidiary companies including B&M Secure Shredding Ltd**

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

**Professional Indemnity**

<b>LEAD INSURER</b>	Hiscox Underwriting Ltd
<b>POLICY NUMBER</b>	PL-PSC04009657873/08
<b>PERIOD OF INSURANCE</b>	7 <sup>th</sup> July 2021 to 6 <sup>th</sup> July 2022
<b>LIMITS OF LIABILITY:</b>	GBP 2,000,000 each and every claim or loss, excluding defence costs

**Excess Professional Indemnity**

<b>LEAD INSURER</b>	Nexus Underwriting Ltd
<b>POLICY NUMBER</b>	G26450PIA210
<b>PERIOD OF INSURANCE</b>	30 <sup>th</sup> July 2021 to 6 <sup>th</sup> July 2022
<b>LIMITS OF LIABILITY:</b>	GBP 3,000,000 each and every claim or loss, excluding defence costs

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

This letter shall be governed by and shall be construed in accordance with the law of England and Wales and any disputes as to its terms shall be submitted to the exclusive jurisdiction of the courts of England and Wales.

Yours faithfully,

*Mia Taylor*

Mia Taylor  
Client Coordinator



This is to certify that

**B & M Secure Shredding Limited**

was admitted as a member of the

**Information Destruction Section**

of

The British Security  
Industry Association Limited

on the eighteenth day of October 2011

Given under the common seal of  
The British Security Industry Association

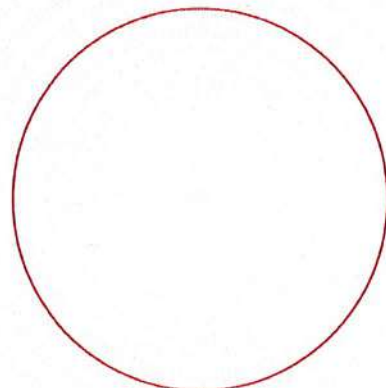
The above named company has satisfied the Association's rigorous due diligence checks to ensure they are financially sound, have the required level of insurance and are managed in a fit and proper manner. Furthermore, they have made a commitment to quality and professionalism, incorporating relevant British and European Standards into an ISO 9001 management system.



Chief Executive

Membership No. 1008

Company Registration No. 10979278



# Certificate of Registration



This is to certify that the Quality Management System of:

**B & M Secure Shredding Ltd**

Dock Road South, Bromborough, Wirral, CH62 4SQ, United Kingdom

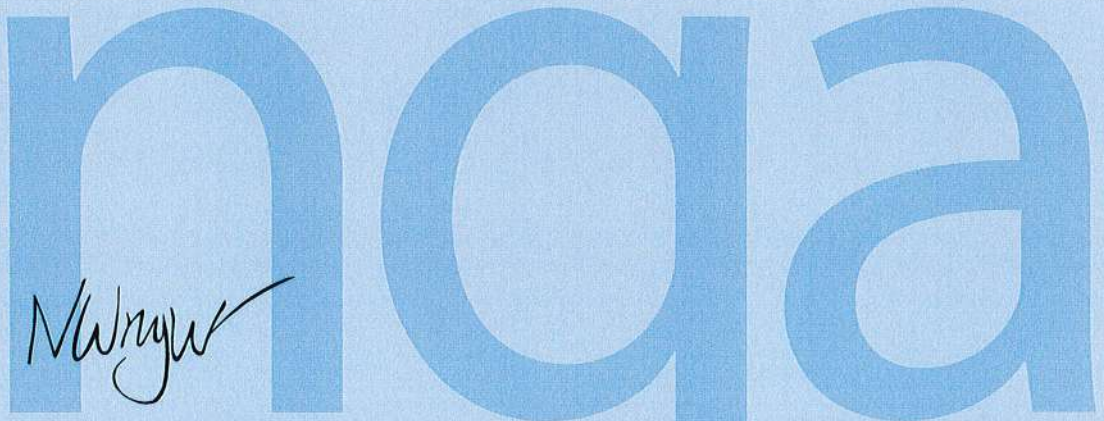
applicable to:

**Secure collection and destruction of confidential waste inclusive of processing for recycling to BS EN 15713:2009**

has been assessed and registered by NQA against the provisions of:

**ISO 9001:2015**

This registration is subject to the company maintaining a quality management system, to the above standard, which will be monitored by NQA



A handwritten signature in black ink, appearing to read 'M Wryer', is written over the 'n' of the large watermark.

Managing Director

Certificate No.	29769
ISO Approval Date:	26 October 2012
Reissued:	17 September 2021
Valid Until:	13 September 2024
EAC Code:	35



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# B&M Secure Shredding Ltd Environmental Report



Company Name : Company Name

Site Address : XXXXXXXXXXXX

Account Number : XXXXX

Date Period : 01/11/2021 to 30/11/2021

Below is the Environmental Report for the waste collected from your site for the above period. This information is calculated from the recycling/recovery

The information below shows a total recycling/recovery figure of : **100.00%**

## SHREDDED OFFICE PAPER

Collection Date	Agreement No	Container and Waste Description	No Of Bins	Container Volume (m3)	Bulk Density (kg/m3)	Weight (kg)	Site Segregated Recyclables (kg)	Non-segregated Recyclate (kg)	Refuse Derived Fuel (kg)	Total % Recycled / Recovered	Carbon Saved (kg)	Equivalent No of Trees Saved	Equivalent Car Miles Saved
01/11/2021	45000802:1	CONSOLES SHREDDED OFFICE PAPER	12	0.15	0	540.00	540.00	0.00	0.00	100.00%	4.40	0.01	2068
08/11/2021	45000802:1	CONSOLES SHREDDED OFFICE PAPER	12	0.15	0	540.00	540.00	0.00	0.00	100.00%	4.40	0.01	2068
15/11/2021	45000802:1	CONSOLES SHREDDED OFFICE PAPER	12	0.15	0	540.00	540.00	0.00	0.00	100.00%	4.40	0.01	2068
22/11/2021	45000802:1	CONSOLES SHREDDED OFFICE PAPER	12	0.15	0	540.00	540.00	0.00	0.00	100.00%	4.40	0.01	2068
29/11/2021	45000802:1	CONSOLES SHREDDED OFFICE PAPER	12	0.15	0	540.00	540.00	0.00	0.00	100.00%	4.40	0.01	2068
<b>SUBTOTAL SHREDDED OFFICE PAPER</b>						<b>2700.00</b>	<b>2700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00%</b>	<b>22.00</b>	<b>0.05</b>	<b>10340</b>
<b>TOTAL FOR SITE XXXXXXXX 2</b>						<b>2700.00</b>	<b>2700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00%</b>	<b>22.00</b>	<b>0.05</b>	<b>10340</b>
<b>TOTAL FOR CUSTOMER XXXXXXXX SERVICES</b>						<b>2700.00</b>	<b>2700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00%</b>	<b>22.00</b>	<b>0.05</b>	<b>10340</b>

Carbon Footprint Limited have endorsed the service provided by B&M Waste and agents, which has reduced your indirect carbon emissions through landfill diversion. These carbon savings are calculated above. Car Miles based on a standard 2.

# Certificate Of Destruction



Invoice No : IS31461

Customer Name  
Customer address

**Site Address :**

Customer Name  
SITE ADDRESS

**Account Number :** xxxxx  
**Issue Date :** 30/11/2021  
**Reference :** 45000802:1

<b>Date Of Destruction</b>	<b>Ticket No</b>	<b>Description</b>
01/11/2021	JRTS83382	12 x CONSOLES of SHREDDED OFFICE PAPER
01/11/2021	JRTS83382	12 x CONSOLES of SHREDDED OFFICE PAPER
08/11/2021	JRTS83737	12 x CONSOLES of SHREDDED OFFICE PAPER
08/11/2021	JRTS83737	12 x CONSOLES of SHREDDED OFFICE PAPER
15/11/2021	JRTS84127	12 x CONSOLES of SHREDDED OFFICE PAPER
15/11/2021	JRTS84127	12 x CONSOLES of SHREDDED OFFICE PAPER
22/11/2021	JRTS84425	12 x CONSOLES of SHREDDED OFFICE PAPER
22/11/2021	JRTS84425	12 x CONSOLES of SHREDDED OFFICE PAPER
29/11/2021	JRTS84901	12 x CONSOLES of SHREDDED OFFICE PAPER
29/11/2021	JRTS84901	12 x CONSOLES of SHREDDED OFFICE PAPER

This document is to certify that the above material has been destroyed according to the Data Protection Act (1998) and in accordance with BS 15713 by our approved staff. B&M Secure Shredding will not be held liable for any material destroyed that should have been lawfully retained by the client.



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**CARBON  
NEUTRAL PLUS  
CERTIFICATE**

Awarded to  
**Bagnall and Morris Secure  
Shredding**

Issue Date: 7 December 2021



Carbon   
Neutral  
Organisation

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**Carbon Footprint Assessment**

**Scope:** Organisation

**Methodology:** DEFRA Guidelines

**Included in the assessment:** Building energy, flights and company cars

**Assessment Period:** 1 September 2020 to 31 August 2021

**Emissions Total:** 95.77 tonnes CO<sub>2</sub>e

**Assessment undertaken/assured by:** Carbon Footprint Ltd

**Carbon Offsetting**

**Emissions Offset:** 106 tonnes CO<sub>2</sub>e

**Project Title:** Solar Power Project by D.J. Malpani and Giriraj Enterprises

**Project Reference:** VCS 1670

**Project Standard:** Verified Carbon Standard (VCS)

John Buckley  
Managing Director, Carbon Footprint Ltd  
[www.carbonfootprint.com](http://www.carbonfootprint.com)



## SS-POL-002 DATA BREACH POLICY STATEMENT

### Policy Statement

B&M Secure Shredding Ltd collects, transports, stores & processes high volumes of confidential material on behalf of its client base. Due to the nature of B&M Secure Shredding Ltd's business every care is taken to protect confidential material that is in our possession & avoid a data protection breach. In the unlikely event of a data being lost or shared inappropriately it is vital that remedial action(s) to limit the consequence(s) of the breach are implemented with immediate effect.

### Purpose

This policy sets out the approach B&M Secure Shredding Ltd's employees will follow should a data breach occur or be identified retrospectively. To date, our reputation in this regard is unblemished.

### Scope

This policy applies to all personnel & confidential material held by B&M Secure Shredding Ltd.

### Legal Context

The General Data Protection Regulation makes provision for the regulation of the processing of information relating to individuals including the obtaining of, holding, use or disclosure of such information. Principle (f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality')."

As a third party "material processor" B&M Secure Shredding Ltd provides a wide range of auditable security measures inclusive of a written contract with all customers. Physical & electronic security is of paramount importance.

### Types of Breach

Data protection breaches could be caused by a number of factors including but not limited to the following:

- Loss or theft of data or equipment or media on which data is stored
- Inappropriate access controls allowing unauthorised use
- Equipment failure
- Human error
- Unforeseen circumstances such as fire or flooding
- Hacking
- Deception





### **Reassurance**

B&M Secure Shredding Ltd is certified to ISO 9001:2015, BS EN 15713 Information Destruction & BS EN 7858 Security Screening with which is verified via an external audit conducted by NQA. We are also members of the British Security Industry Association. All B&M Secure Shredding Ltd employees have been screened in accordance with the requirements of BS EN 7858 Security Screening to Enhanced DBS level.

### **Summary**

In the unlikely event of a data security breach B&M Secure Shredding Ltd shall follow this standard four part protocol:

1. Containment & Recovery – Our response to any event would include a recovery plan and where appropriate procedures relating to damage limitation
2. Assessment of Risk – We shall assess any risks associated with the breach inclusive of the potential adverse consequences for individuals and / or customers. Where it has been identified that the risk to security is high step 3 of this process shall be implemented with immediate effect.
3. Notification of Breach – We shall identify those stakeholders who need to be notified and inform them as to the nature of the breach and the potential consequences.
4. Evaluation & Response – We shall investigate the cause(s) of the breach and evaluate the effectiveness of our response to it. Policies and procedures will be reviewed as part of the investigation and any amendments required implemented immediately.

### **Management Training**

All B&M Secure Shredding Ltd employees will be trained in the requirements of this policy and any other supporting documentation.

Signed  
Paul Curtis

B&M Secure Shredding Director  
1<sup>st</sup> April 2021

# Certificate

Organisation Name:

**B & M Secure Shredding Limited**

Reference number:

**ZA320906**

Tier:

**Tier 1**

Start date:

**26 February 2018**

End date:

**25 February 2022**

**Data Protection Officer**