



Document Shredding  
& Recycling

Be safe, not sorry. The secure, environmentally-friendly way to destroy your paper documents.

Box-it provides secure document shredding and recycling services throughout the UK, Ireland and Isle of Man. Our service is ideal for the safe destruction of all your confidential documents and general office paperwork.

Whether you need a regular scheduled document shredding service or just on demand, Box-it is the name you can rely on to ensure your documents are destroyed securely, in a tracked and audited process to support compliance with the Data Protection Act.

Through our Box-it regional offices, we provide secure document destruction services to clients nationwide. We are proud to say that each of our regional offices offer the same high standards of reliability, efficiency and security.

### Caring for the Environment

Box-it is committed to recycling paper waste, and we help to offset our carbon footprint by supporting tree-planting initiatives, as well as using renewable energy sources where possible. Our operations meet the requirements of the Environmental Management Standard ISO:14001. Our Winchester Head Office has been awarded Carbon Smart Gold status for two consecutive years.



Collect

Shred

Recycle

Repurposed

## Does your business need to review its document disposal policy?

When was the last time your organisation reviewed its document destruction policy? It is imperative to keep up-to-date with the strict requirements of the Data Protection Act 1998. This broadly includes the length of time that records with personal information can be legally held, how that information is lawfully used, where and how records are stored, who has access to them, and ultimately the process used for their destruction. Breaching the obligations of the Act is a criminal offence. The Information Commissioner's Office has powers to impose significant fines, prosecution and even enforced business closure, if found to be in breach of the Act.

ID fraud and associated criminal activity is a serious, very prevalent problem in the UK. It is not just the more obvious confidential and personal data that needs securely destroying. General office documents can be used maliciously too. That is why it is widely considered good practice to adopt a 'shred all' policy for all corporate documentation. Using the services of a specialist document shredding business such as Box-it, with a proven track record for robust security, reliability and quality procedures, is recommended to reduce any risk of breaching the Data Protection Act.

### In Brief:

- Nationwide secure shredding service
- Documents are shredded under video-surveillance in secure facilities
- Shredding is carried out within 24 hours
- Sacks and secure consoles can be provided
- Barcode system enables full traceability
- Paper is transferred to Box-it shredding facilities in tracked vehicles
- All employees are DBS screened
- Certificates of Destruction are issued on completion
- Shredded paper is baled and recycled into new paper products
- Available as a scheduled or 'on demand' service
- Operations meet the requirements of ISO 14001
- Optional onsite service available

## Local service, national reach

Our knowledgeable, friendly personnel at your local Box-it regional office are on hand to help with those urgent and non-urgent requests, as well as any general enquiries you may have. We are proud of our reputation for excellent customer service. Wherever you are based, Box-it has the facility offering document management solutions within easy reach.



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