

# Lifecycle of a DOCUMENT



Recycling bins are great for helping the environment, but they can inadvertently create a hotbed of opportunity for data thieves by leaving confidential information unsecured and at risk.

By using a secure information destruction provider, documents are destroyed much sooner, minimising the potential for security breaches – and the paper is still 100% recycled.

## TRADITIONAL DOCUMENT DISPOSAL PROCESS WITH A RECYCLING BIN



1

Confidential documents are dropped into a recycling bin and sit unsecured.



The average UK office worker goes through 6,000 sheets of paper each year.<sup>1</sup>

Once collected by cleaning staff, documents are usually left in clear plastic bags.



2



Almost half of frauds against the private sector involve someone inside the organisation.<sup>2</sup>

<sup>1</sup>kyoceradocumentsolutions.co.uk  
<sup>2</sup>NFA Annual Fraud Indicator 2013, gov.uk

Materials may be placed in unlocked outdoor recycling bins for collection.



3



Your information is now exposed to everyone outside your building.



4

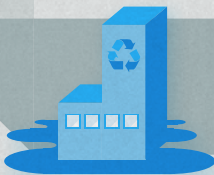
Intact documents are loaded into a lorry for transportation to the sorting facility.



With no guaranteed destruction time, information is exposed indefinitely and no proof of destruction is provided.

5

Documents are sorted, generally by unvetted staff, prior to recycling.



6

Eventually, documents are destroyed by the recycling process.



Documents are ultimately destroyed BUT confidential information is exposed repeatedly throughout the process.

## SHRED-IT'S SECURE DOCUMENT DESTRUCTION PROCESS



1

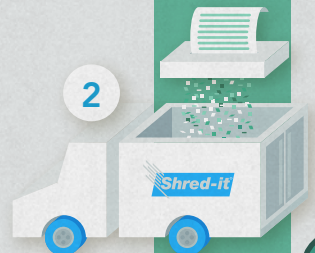
Confidential documents are dropped into a secure console.

Shred-it's consoles have a tamper-proof slot ensuring documents can't be retrieved.



2

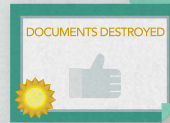
Consoles are emptied and documents are destroyed on-site or within 24 hours at a secure facility.



All Shred-it employees are security vetted to the BS7858 standard, including criminal record check.

3

Shredded paper is then sent to a paper mill for recycling.



A Certificate of Destruction is provided to every customer.



**RECYCLED AND SECURED!**

Once confidential information is dropped into a Shred-it console, it remains secure until it is destroyed.



Making sure it's secure.™

For more information on how Shred-it can help keep your documents secure and recycled, please visit [shredit.co.uk](http://shredit.co.uk) or call us on 0800 028 1164.