

SDS | Document Scanning

Total Information Management



DATA SCANNING

DIGITISING

ONLINE HOSTING

SCAN ON DEMAND

DOCUMENT DATA STORAGE

RECORDS MANAGEMENT

CONFIDENTIAL SHREDDING

SHREDALL | **SDS**
Group





Shredall SDS Group provides a complete information management service, from shredding and recycling to document storage and scanning.

Leading the way in security and compliance

We offer nationwide coverage and have grown to become the largest independently owned business in our sector. Our founder, Lloyd Williams, started the business in 1997 in response to the number of high-profile information security breaches reported by the media.

We destroy confidential documents, computer hard drives and unused products; scan files to create space-saving digital archives; and provide hard-copy storage and media vault services. Our secure, state-of-the-art depot currently houses over 5 million items.

An exceptional service

Today, we have served over 15,000 satisfied clients in the UK and fulfilled contracts for corporations worldwide. Years of experience working with companies in all sectors have given us a thorough understanding of client needs and compliance issues, and our capabilities and processes are the best in our industry.

We're also proud to remain a family-run organisation and stay true to our core values. We prioritise customer service and work hard to build lasting, mutually beneficial relationships with all our clients.

GDPR compliance

GDPR has made crucial changes to the way in which you store and access your files. With shorter timescales for subject access requests, stricter requirements for storing data and harsher punishments for data breaches, you need to know the precise location of every record to remain compliant and enable fast, secure retrieval.

Shredall SDS Group is compliant with the new GDPR standard, and we want to ensure our customers are too. If you're unsure about the legislation and how it affects you, we'll be happy to review your processes and share our recommendations.

Secure document scanning

Today, more and more businesses are adopting paperless ways of working.

Converting paper records into digital files is extremely cost efficient, takes up very little space and makes organising and retrieving files quick and easy.

As document scanning specialists, SDS provide comprehensive electronic archiving solutions for a wide range of public and private sector organisations. Our scanning bureau is equipped with the latest industry-leading scanning equipment, which produces clear, high-quality digital reproductions of your documents. Our document management software then lets you retrieve files in seconds.

A complete service

With offices in London, Birmingham, Nottingham and Scotland, we can collect documents in their existing format from anywhere in the UK and run regular collection services from all major cities. No job is too large or small, simple or complex – we can scan large backlogs of documents and make them available online or via an external media device. Or you can scan paper records into the system from your own office using SDS Box our secure document management software.

Whether you need archived documents to be scanned in bulk, or same-day scanning of new documents as part of your workflow, our experienced project team will work with you to meet your requirements and budget. We can also securely destroy documents after scanning.

How it works

- 1 We collect your documents from your site and transport them to our secure warehouse to be converted into digital files. If you need a file urgently at this point, we will locate it, scan it and email it to you, or arrange to return the hard copy.
- 2 Alternatively, 'SDS Box', our document management system lets you scan documents straight into our system from your site or office.
- 3 Once the documents have been scanned, digital files are returned via a password-protected disk, hard drive or securely hosted online, meaning you can access the information at any time, from anywhere in the world.
- 4 If required, we will safely destroy the original documents and issue a certificate of destruction.
- 5 Alternatively, we will keep the original paper documents in our secure archive.

A 2001 white paper by the International Data Corporation stated that on average workers spent 2.5 hours per day, roughly 30% of their time at work looking for documents. In 2012, the same authors found that very little had changed.

By digitising important records,
you can locate and retrieve your files in
seconds, without leaving your desk.





Four ways we can work

1. Scan on demand

Our on-demand scanning service works on a pay-as-you-go basis – we store your paper records in our warehouse, and if you need urgent access to a document we convert it into a digital file and email a link straight to your desktop.

This system keeps digital conversion costs to a minimum, while giving you as much or as little access to your files as you need. As the records are securely stored off-site, you get the same space-saving benefits as you would by scanning 100% of your documents, but for a fraction of the cost. Our simple online ordering facility means a document can be retrieved, scanned and made available to you within minutes.

2. Bulk scanning

Here, we collect and covert all your documents into electronic files and create a complete archiving solution. Bulk scanning frees up space at your site and saves you money with ongoing storage costs, as all paper is made redundant. You also get fast, desktop access to any of your files, as well as the security of having them saved online, and / or on an external media device or shared network.

3. Day-forward scanning

With day-forward scanning, you choose a launch date and scan everything from that day forward. Documents prior to the launch date remain on paper, while everything forward of the selected date is converted to an electronic format.

This is the most cost effective method of scanning and provides an efficient way to keep on top of records management for the future. Paper files stored prior to the launch date can be retrieved and returned via our delivery service or scanned and retrieved via our online portal.

4. On-site scanning

Our on-site scanning service is ideal if you handle sensitive or confidential documents that can't leave your site for security reasons. Our project managers will work with you to create a bespoke time and cost-effective solution. The entire project will be carried out on your site. We'll install high-speed scanners and documents will be prepared, scanned, quality checked and, if required, confidentially destroyed on site.



Technology and features

While smaller scanning companies often use desktop scanners, we use the latest high-volume production scanners for faster, more efficient processing and significantly clearer, enhanced images. Our team members are all background and DBS checked, and all take pride in producing the best-quality images they can.

“

SDS have given us the ability to convert paper documents to electronic files, making our storage and accessibility much more manageable, convenient and cost effective.”

Education Director of Services - Midlands Secondary School

Unrivalled image quality

Before we begin to convert your files, we'll draw up a quality plan with you. This will include pre-determined search fields and the size and colour of electronic documents. We'll also carry out test scans before beginning contracted work.

Our digital transformation service allows us to:

- Work quickly, scanning 160 images per minute
- Output images in colour, black and white or grey scale, and single sided or duplex
- Scan any paper size, ranging from a till receipt to an A0 document
- Scan bound originals
- Erase or sharpen edges for professional-quality images
- Reduce or enlarge scanned content
- Extract data, barcodes or handwriting with optical character recognition (OCR)

- Add bates stamping
- Remove speckles to enhance quality
- Remove blank pages and hole punch marks, and detect staples
- Adjust compression quality / file size format
- Scan to email, online network server, USB drive, mailbox, secure FTP or direct to you (SMB or FTP)
- Types of paperwork we scan include general office documents, invoices and purchase orders, company accounts, surveys and questionnaires, name and address reply slips, coupons, cheques, receipts, courier documents, photographs and letters. We work with clients in a wide range of industries, including health care, law, finance, public sector and property.



Software and indexing

SDS document management software

Introducing SDS Box: a secure, cloud-based document management platform that makes it easy to create, access and share your protected documents from any device. It allows you to:

Work together and stay organised - Provide a great user experience with an intuitive user interface that allows employees and partners to access content and collaborate from any device. With shared links, version history, commenting and more, SDS Box makes it easy to securely collaborate with anyone.

Have total visibility and control - Set robust user permissions on files, lock files to prevent editing, enable folder controls, and apply security classifications so that everyone only sees the information meant for them. Easily audit file and user activity using granular reporting to ensure compliance.

Manage the entire document lifecycle - Handle content while staying compliant with policies, regulations and litigation requirements. SDS Box Governance enables you to manage the entire lifecycle while complying with regulatory mandates, e-discovery requests, and data retention policies with ease.



Document indexing

Once your documents have been scanned, we recommend indexing – the process of associating information with a file allowing it to be easily found and retrieved later.

Without effective document indexing, retrieving information can be time consuming and costly. You might need to access information quickly for decision making but be unable to locate it, leading to severe repercussions for your company. Missing files are also extremely costly and difficult to replace.

Indexing and storing records off-site or electronically means there is less chance of files being misplaced and your team will save valuable time looking for records. Having the right documentation to hand quickly also allows you to make timely and better-informed decisions.

Our indexing and document management system allows you to:

Access documents immediately

Automatically view files as they are indexed via our online portal

Search by date, number, department, invoice number or document type, or even by inputting a whole phrase

Improve your chances of locating the right document first time with enhanced data quality – we cleanse data by interpreting abbreviations, running spell checks and identifying missing or potentially incorrect data.

A single platform to create,
collaborate and manage your
business-critical records.



KEY CAPABILITIES

Store & Access

Unlimited file storage and ability to access any of your records on any device.

Search & Organise

All files utilise OCR to quickly locate and retrieve files.

Share & Collaborate

Granular access permissions to securely share files with colleagues and external users.

Security & Control

Powerful content security controls to centrally manage the security and permissions of users and files.

Retention & Dispose

Leverage retention and digital removal features to comply with GDPR.



Compliance is something we will never compromise on. We are proud to meet the highest standards of compliance for our industry. As well as investing heavily in mandatory initiatives, we also work with our clients across various sectors to understand the specific demands of their industry.



Our promise to you

Our excellent history with applicable enforcement agencies such as the HSE, ICO, EA or SEPA, shows that there have been no compliance incidents to date, and we work tirelessly to keep it that way. We have also acquired a whole host of awards and nominations, both locally and nationally.

Multiple Award Winning Company with the Highest of Standards



High security as standard

The security of your documents and data is of paramount importance. We have invested heavily in our facilities, processes, security systems and staff training to ensure we maintain the highest levels of security at all times.

Our facilities



We take strict measures to ensure our data shredding, document storage and scanning facilities are protected against fire, flood and theft.

Fire detection systems, designed in conjunction with a fire safety consultant and our insurer, are fitted at each site and are linked to local fire stations via BT's Redcare service. All our depots are standalone facilities with temperature and humidity controls in high security zones. To date there have been no incidences of fire, flood or burglary, and no breaches of security.

Our sites are as secure as possible against theft, burglary, vandalism, terrorism and other criminal acts. They are protected by intruder alarms, linked to police stations via Redcare, and monitored by 24-hour CCTV. Buildings are entered via a Paxton-controlled door-entry system and can only be accessed by our fully vetted and DBS-checked staff. All visitors are accompanied onsite and all contractors must go through our contractor management system.

Our people



All our team members go through rigorous security checks to comply with BS 7858. Before a candidate is employed, we ask them to provide proof of identity and three references, as well as undertake a DBS check and a ten-year career history check.

Our vehicles



We never use third-party couriers to make collections or deliveries. Instead, we use our own DBS-checked drivers and a customised fleet of secure vehicles. Our mobile shredding machines are mounted onto MDX Shred Tech lorries, which are the most secure vehicles in the world and are approved by both CPNI and the Ministry of Defence.

Our data shredding, document storage and scanning facilities are protected against fire, flood and theft.



Total information management

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Shredall SDS Group provide total information management. Whether you need secure off-site storage for documents, or you need to confidentially dispose of confidential waste, you can depend on us to keep your information safe and secure.



SDS | Document Storage

Whether your business keeps paper copies, digital records, or a combination of both, document management and storage is likely to be an ongoing issue. Our secure document storage service ensures records are safe and easy to access, helps you use space more efficiently and saves valuable time on administration. We work with businesses, legal practices and financial service organisations across the UK and currently hold over 5 million important documents at our state-of-the-art document storage facilities.

Tracking and indexing

We can provide a full inventory of your records, together with a full audit trail. Each archive box will be barcoded and scanned, letting us track your documents through all stages of the transportation, delivery and retrieval process.

Off-site storage

Our archive facilities let you store documents securely off site. All our sites have intruder and fire alarms, linked to police and fire stations via BT's Redcare service, plus 24-hour CCTV.

Document retrieval

Order files and boxes back at any time by using our simple to use, industry leading, online ordering system. We collect and deliver documents across the UK, either the same day, next day or as part of a regular, scheduled service.

Scan on demand

If you need urgent access to a document we hold at our depot, we can convert it into a digital file and send it to you securely, within minutes. This system keeps digital conversion costs to a minimum, while giving you as much or as little access to your files as you need.

sds-storage.co.uk



SHREDALL™ | Shredding

If your business handles personal or sensitive data, you have a responsibility to keep it safe from identity theft and data breaches. As one of the UK's leading document shredding companies, we offer a fully compliant and confidential shredding service. Our industrial shredders can also destroy media formats, products, uniforms, x-rays and IT equipment.

We can shred paper on-site at your premises or off-site at one of our secure depots. We can provide a choice of sacks, consoles, containers and bins to collect waste documents, and you can book ad-hoc collections or a regular, scheduled service.

On-site shredding

Many clients opt for the added reassurance of on-site shredding where you can witness your confidential documents being destroyed first hand. We arrange an ad-hoc collection or a schedule for regular collections. Our operatives transfer the waste to one of our high-security shredding machines, once the waste has been destroyed, we issue a certificate of destruction and the shredded waste is transported to our depot, where it is baled and collected for recycling.

Off-site shredding

Here, we collect your confidential waste and transport it to one of our state-of-the-art depots, where it is shredded within 24 hours. Each receptacle or container of waste has a barcode, which is scanned at each stage to provide an audit trail that continues until the final invoice. Once all materials have been destroyed we issue a certificate of destruction and the shredded waste is baled and collected for recycling.

We recycle 100% of all paper waste collected in keeping with our ISO 14001 accreditation.

shredall.co.uk



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