



SHREDALL | SDS
Group

Total Information Management



**From data scanning and storage
through to secure destruction and
recycling, we provide a complete
information management service.**



Thank you

for approaching Shredall SDS Group
regarding the information management
of your confidential data.



About Shredall SDS Group

Shredall SDS Group provides a complete information management service, from shredding and recycling to document storage and scanning. We offer nationwide coverage and have grown to become the largest independently owned business in our sector.

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 8 million items.

An exceptional service

Today, we have served over 20,000 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 are proud to remain an independent, yet 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 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.



SHREDDING



STORAGE



SCANNING



RECYCLING

Shredall SDS Group is compliant with UK GDPR, 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.

Usually companies require more than one service when it comes to organising their documents; many are also looking for ways to improve their approach to sustainability when it comes to their document management.

Whether it's digitising documents to create a paperless office, storing files long-term until needing to securely dispose of them or recycling their office waste, many businesses need a process to handle all of their documents efficiently and with the planet in mind.

Shredall SDS Group is able to support customers with scope 3 carbon footprint requirements, as well as the journey to net-zero. We understand the need for environmental commitment in the modern day, and can reflect this in our total information management service.



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, Environment Agency 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 confidential shredding and recycling, 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 alarm monitoring services. 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 rapid response teams, 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 five-year career history check.

Our vehicles



We use our own DBS-checked drivers and a customised fleet of secure vehicles. Our Shred Tech mobile shredding equipment is mounted onto MDX vehicles and are approved by NPSA and the Ministry of Defence.

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



Confidential high security **Document 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, textiles and uniforms, x-rays and IT equipment.



On-site shredding

Many clients opt for the added reassurance of on-site shredding, where we arrive with one of our custom built mobile shredding vehicles at your site or office and you can witness your confidential documents being destroyed first hand.

We can make regular, scheduled visits, or you can book one-off services as and when needed. It's completely secure and you'll be e-mailed a certificate of destruction right there and then.

Our mobile, on-site shredding service meets government, NPSA, British and European Standards. Many clients opt for the added reassurance of mobile shredding because you can witness your confidential documents being destroyed.

Our processes fully comply with the BS EN 15713:2023 Secure Destruction of Confidential and Sensitive Material, the standard specified by the BSIA (British Security Industry Association). Shredall services cover routine confidential through to highly sensitive protection classes.

We can help you to seamlessly comply with governmental data protection legislation, with our security levels that run throughout each of our service offerings. Our on-site shredding service guarantees the destruction of all physical documentation before leaving the business site.



**Data confidentiality is paramount.
That's why we invest in training our
people, refining our processes and
using the most efficient, most secure
equipment available today.**



Off-site shredding

Off-site shredding, where we collect and transport waste to be shredded at our depot, is a secure, cost-effective way to safely destroy confidential waste. We transport the waste to one of our state-of-the-art depots and all paper is shredded within 24 hours. Our industry leading cross-cut shredders have increased shredding capabilities to 320 tonnes per day, making it more environmentally friendly and extremely cost effective.

Once your confidential material has been safely destroyed at our maximum-security facility using advanced cross-cut shredding technology, you will then receive a full audit trail for your peace of mind, including a certificate of data destruction sent via email. The entire process is overseen by our security-vetted teams, who act with absolute discretion and professionalism at all times. The shredded waste is baled and recycled within the UK. The off-site shredding process is also fully compliant with BS EN 15713:2023.

You can have complete confidence in our security measures once the waste leaves your site. As well as providing a full audit trail, we also invite you to visit us at any time without an appointment.

Product Guide

We offer a range of lockable bins, secure consoles, paper waste bins and sacks to store waste in before shredding or recycling. For extra security and a more discreet appearance, we can also order wooden security consoles to match your office furniture.

We also offer roll-on roll-off skips and container hire, providing a secure, cost-efficient solution for businesses looking to remove large volumes of confidential waste. These containers can also be supplied for non-confidential waste, such as general office, print and bulk waste, and allow you to remove 10-50 tonnes of material in one visit.

Lockable Consoles



Beech Console

Material: Wooden
Height: 850mm
Width: 555mm
Length: 400mm
Colour: Beech
Lockable: Yes
Paper Slot: Yes



Grey Console

Material: Wooden/Metal
Height: 890mm
Width: 380mm
Length: 490mm
Colour: Grey
Lockable: Yes
Paper Slot: Yes



White Console

Material: Wooden
Height: 850mm
Width: 540mm
Length: 390mm
Colour: White
Lockable: Yes
Paper Slot: Yes



Junior Console

Material: Wooden
Height: 590mm
Width: 500mm
Length: 390mm
Colour: White
Lockable: Yes
Paper Slot: Yes

Confidential Sacks



Polypropylene Sack

Material: Polypropylene
Capacity: 25kg



Paper Sack

Material: Paper
Capacity: 25kg

Lockable Bins



120Ltr Wheelie Bin

Material: Plastic
Height: 960mm
Width: 480mm
Length: 540mm
Colour: Blue
Lockable: Yes
Paper Slot: Yes



240Ltr Wheelie Bin

Material: Plastic
Height: 1050mm
Width: 590mm
Length: 720mm
Colour: Blue
Lockable: Yes
Paper Slot: Yes



660Ltr Wheelie Bin

Material: Plastic
Height: 1200mm
Width: 1230mm
Length: 770mm
Colour: Blue
Lockable: Yes
Paper Slot: Yes



1100Ltr Wheelie Bin

Material: Plastic
Height: 1400mm
Width: 1200mm
Length: 1070mm
Colour: Blue
Lockable: Yes
Paper Slot: Yes

Roll-on Roll-off Skip & Container Hire



Roll-On Roll-Off Skip

Material: Steel
Height: 2.4m, 2.7m, 2.8m
Width: 2.5m, 2.5m, 2m
Length: 6.0m
Colour: Blue
Lockable: Yes
Paper Slot: No



Document Storage



Our secure document storage services help you make space and save valuable time.

SDS Document Storage offer safe and secure storage in purpose built document storage and vault facilities.

We can help you keep records safe and easy to access, free up office space and save valuable time on administration. Our records management services include tracked and indexed hard-copy storage, media vault services and backup tape facilities.



Storage boxes

You can choose to use your own document storage boxes, or we can supply them to you. Our archive boxes are extremely durable and can store all types of files.



Tracking and indexing

Our document indexing service saves you time and hassle. Our friendly, fully vetted staff will provide a full inventory of your records together with a full audit trail. Each box will be barcoded and scanned so we can 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. We take strict measures to protect our sites against fire and theft. All our sites have intruder and fire alarms alarm monitoring services, rapid response teams, plus 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.



Working with organisations across the UK, we currently store over 8 million documents at our state-of-the-art storage facility.



Document retrieval

You can order files and boxes back at any time by emailing us or using our 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. When you've finished working with a file or box, we'll collect it and return it to its original location.



Scan on demand

If you need urgent access to a document we hold within our depots, we can convert it into a digital file and send it to you securely, in 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.



UK-wide collection and delivery

Our customised fleet of vehicles will securely transport documents to and from your offices, right across the UK. All our friendly and courteous drivers have been security vetted to BS7858:2019 and are DBS checked.



Document **Scanning** and **Digitising**



Our digital transformation and scanning service convert bulky paper documents into a convenient, space-saving electronic archive.

Document digitising is cost efficient, takes up very little space, and it makes organising and retrieving files quick and easy. As document scanning specialists, we 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, extremely quickly. Our document-management software then lets you retrieve files in seconds from anywhere in the world.



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.



Bulk scanning

With our bulk scanning service, we collect and convert all your documents into electronic files to create a complete digital archive solution. Bulk scanning frees up space at your site and saves you money on 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.



How our document scanning works

We collect documents from your site and transport them to our secure depot to be converted into digital files. If you need a file urgently at this point, we'll locate it, scan it on demand and email it to you, or arrange to return the hard copy. Alternatively, 'SDS Box', our document management system lets you scan documents straight into our system from your site or office.

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



The benefits of document scanning

Document scanning offers numerous benefits that enhance business efficiency and data management.

Increased Accessibility: Digital documents can be easily searched, retrieved, and shared, improving workflow efficiency and collaboration.

Space Savings: Reducing the need for physical storage frees up office space and reduces associated costs.

Enhanced Security: Digital documents can be encrypted, backed up, and access can be controlled, providing better protection against loss, theft, and unauthorised access.

From the moment we collect your documents to the delivery of the digitised copies in your preferred format, you can rest assured that your data remains secure throughout the entire process.



Recycling



Recycling paper is an important element in most business sustainability plans and when handled correctly, you're helping the environment and boosting your security.

Reduce, Reuse, Recycle

100% of our paper gets recycled. We are committed to making sure that none of the waste we shred goes to landfill.

All paper and cardboard is baled at our recycling depots and sent to an environmentally approved and accredited mill in the United Kingdom, where it's made into tissue products and new packaging material. We also recycle electronic waste, which is sent on to our WEEE approved recycling partner.



Bulk recycling

Our bulk recycling service is an ideal way to clear office space and securely dispose of unwanted cardboard, print and packaging. You may want a single ad-hoc collection or something more regular – no matter how much cardboard or print waste you generate, we'll help you find the collection method that's most convenient and cost-efficient for you.



How do we recycle?

All paper and cardboard that we shred is baled at our recycling depots and sent to an environmentally approved and accredited mill in the United Kingdom, where it's made into tissue products and new packaging material.

When you have old documents that you no longer need, we come to your office to collect them or to shred them on-site. Between our mobile machines and the shredders on our own premises, we get through tonnes of paper every day.

We are committed to making sure that none of that paper goes to landfill, so we pack it into enormous bales and transport it to our paper recycling partners, who take it from there.



In keeping with our ISO 14001 accreditation, we recycle 100% of paper waste.

Did you know, recycling 1 tonne of paper saves:



19
TREES



35,000
LITRES OF
WATER



4.500
KWH OF
ENERGY



318
BARRELS
OF OIL



2.3m³
CUBIC METRES IN
LANDFILL SPACE



198
TOILET
ROLLS

Environmental commitment: We're a carbon neutral company, verified by an independent third party (NQA) in accordance with PAS 2060:2014 or future equivalent. We are committed to sustainability and environmentally responsible business practices, and we believe that achieving our carbon neutrality status is an important step in protecting the planet for future generations.

Why it benefits our customers:

- We're helping our customer's businesses reduce their own carbon footprint by shredding paper, and ensuring all of the confidential waste is securely destroyed and recycled at UK paper mills.
- By reducing our own emissions, we're reducing overall demand for energy and resources, ultimately helping our customers use less energy and resources to produce their own products and services.
- Carbon neutrality aligns with holistic action towards reducing climate change, and we hope that by achieving this we're setting an example for businesses everywhere, and supporting our customers in their environmental endeavours.

See our website for our Carbon Reduction Plan.

Brands we've worked with...





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