

Paperchain Confidential Destruction Service Policy

Company premises

- We have a secure administration office where necessary records and documentation is kept for conducting business.
- Our Confidential store is isolated from all other business and activities on the same site.

Documentation

- We supply a Confidential Waste Transfer Note on collection and a certificate of destruction within 1 month where possible.
- A written contract is available on request.
- We do not subcontract collection or storage of confidential materials.

Personnel

- All staff are CRB screened.
- All staff sign a deed of confidentiality.
- All staff are trained and adhere to the standards of this document.

Collection and retention of confidential material

- Confidential material to be collected remains protected from unauthorised access from the point of collection to complete destruction.
- Confidential material is stored in metal cages ready to be transported for destruction within a secure shipping container in a manned or locked, fenced council owned compound.
- The destruction of confidential material takes place within 24hrs of arrival at the destruction centre.

Paperchain Vehicles (off site)

- Are able to communicate with home base by telephone.
- Are fitted with electro-mechanical immobiliser or alarm system.
- Are closed and locked/or sealed during transit.
- Are immobilised or alarmed when left unattended.

Transportation of Confidential Material for destruction

- Is by either box bodied, demountable container or curtain sided vehicle. Vehicles are not left unattended from collection from the storage premises to the destruction centre.

Destruction Centre

- The destruction centre is fully alarmed with CCTV and a security gate and fencing.

Control of Sacks

- Sacks are stored in a secure shed prior to delivery to customers.
- The Sacks to be decommissioned are shredded to the same standards as this document.

Environmental issues

- Where practicable, end products are recycled.
- Landfill of end products is only used where no other method of disposal is practical.

ISO 9001

- Paperchain are compliant – Certificate A13039 (QAS International).
- The Destruction centre operators are compliant.