



The success of our Secure Information Destruction Programme is in your hands

Secure information destruction is a quick and convenient way to dispose of sensitive company information in a secure manner. This new process provides greater security for our company, employees and customers by reducing the potential risk of confidential information being accessed and used for fraudulent purposes. But in order for our new programme to succeed, your active participation is needed. Here are some guidelines that will help you to support our company secure information destruction programme:

What do you have to do?

All documents that are no longer needed, should be placed in the Iron Mountain shredding containers that can be found in convenient areas in our facility.

Confidential information that is stored on computer discs, tapes, transparencies, ID badges, driver's licenses, microfiche, microfilm, or X-rays should be sorted separately.

Please speak to _____ to arrange for a special collection.

Who do I call?

If your office needs additional containers, more frequent service or you have additional questions about this new process you should contact:

IRON MOUNTAIN CONTACT

IRON MOUNTAIN CONTACT NUMBER



www.ironmountain.co.uk
www.ironmountain.ie



What materials go into the shredding container?

- Clean paper, any colour
- File folders, any colour
- No need to remove any staples, paper clips, rubber bands, or small binders

What doesn't go into the shredding container?

- Cardboard
- Telephone books
- Hard copy books
- Common or wet waste
- Plastics or metals
- Hazardous materials