



# Document Shredding



## A fully managed, reliable and certified document shredding service.

We specialise in offsite document shredding that is powered by the secure collections of paper waste on a scheduled basis or on-demand.

Our offsite document shredding service starts with the provision of one the following options to securely manage your documents prior to collection.



Yellow Bags  
approx. 100 litres  
- ideal for existing bins



Lockable Consoles  
approx. 100 litres  
- ideal for office environments



Lockable Wheelie Bins  
approx. 240 litres  
- ideal for warehouse and storage environments

This flexible service ensures that documents for shredding are securely collected when required by uniformed drivers who have been vetted under our ISO 27001 procedures for Information Security. It then ensures that the shredding is conducted offsite in compliance with the EN 15713:2009 standard for Secure Destruction of Confidential Material. Upon completion of the shredding we provide a 'Certificate of Destruction'.

# Benefits of Document Shredding

## Reduce the Risk of Information Leaks

One of the most important assets to any business is the information that it holds. By properly shredding outdated or duplicate documents which are no longer required but contain sensitive information, the risk of information leaks is reduced.

## Reduce the Risk of Identity Theft

Every business has a legal obligation to protect the identity of every individual involved with their organisation including customers, employees and investors. By securely shredding and recycling documents containing personal information that are no longer required, the risk of identity theft is reduced.

## Reduce the Risk of Recovery

When you use a trusted shredding service provider, you gain peace of mind that every document is shredded into irrecoverable pieces of paper that are mixed with thousands of pounds of shredded paper, making it impossible to recover any information.

## Maximise Office Space

Documents that are no longer required take up valuable office space. By ensuring that these documents are securely shredded and recycled when they are no longer required, this space can be maximised. The cost of storing these documents will also be eliminated.

## Protect the Environment

A professional shredding service provider will ensure that the shredded paper is securely recycled into new paper products. This reduces the number of trees that need to be felled, therefore protecting the environment.

## Increase Employee Productivity

It takes time to feed paper through an office shredder as the sheets of paper need to be straightened and the volume that can be processed at one time is restricted. An offsite shredding service enables your staff to be more productive with their time by focusing on the job they were hired to do.

## Why choose Glenbeigh?

- Certified to the ISO 9001 standard for Quality Management and the ISO 27001 standard for Information Security.
- Flexible scheduling and storage options.
- Collections by security cleared drivers.
- Shredding in compliance with the EN 15713:2009 standard for Secure Destruction.
- Provision of a 'Certificate of Destruction' for every visit.
- Shredded paper is securely recycled into new paper products.



## Additional Shredding Services


- One-Off Clear Out of Documents
- Media Destruction


Freephone us on 1800 946 398 for a free quote.



Glenbeigh Records Management (GRM) is a wholly-owned Irish company specialising in the provision of a comprehensive range of records management and digitisation services.

Our services enable organisations to protect their information; comply with regulatory requirements; realise operational efficiencies; and provide better customer service to their clients as access to critical data is streamlined.

 **Glenbeigh Records Management Ltd.**  
Damastown Way,  
Damastown Business Park,  
Dublin 15,  
Ireland, D15 X9DP.

 +353 (1) 822 7161

 [info@grm.ie](mailto:info@grm.ie)

 [www.grm.ie](http://www.grm.ie)

