

10 point Supplier Checklist

When choosing a company to dispose of your confidential information, you need peace of mind you're dealing with a reputable and trustworthy organisation. The safety and security of your company, staff and client information is paramount. Your supplier should be able to answer YES (and prove this is the case) to each one of the following points:

1. **Are they BSIA approved?** BSIA members provide a professional and high quality service and you can be rest assured that your security supplier is up-to-date with the latest industry developments and technology. The BSIA is the only trade association that requires its members to be independently inspected to the quality standard ISO 9001:2000 with a UKAS accredited certification body. This provides independent assurance that a company is run professionally and also covers relevant British and European standards and/or BSIA codes of practice.
2. **How secure is their premises?** At the very least they should have 24 hr CCTV surveillance, security personnel, restricted access to the building and high security vehicles.
3. **Can they provide fully tamper-proof bins and sacks?** Identity theft is frequently carried out by someone who knows your business from the inside. Your shredding supplier should be able to provide you with sacks that cannot be tampered with and bins to match your office furniture that can only be accessed by key.
4. **Can you track your confidential waste?** Each collection and each sack should carry a unique code so that, if you need to, you can access a full audit trail of your paper once it has left the building. It should ideally be trackable at all times.
5. **Will your waste be destroyed beyond recognition?** Some shredders, especially DIY machines don't always shred the paper to an illegible level. Make sure your supplier has the latest shredding equipment to completely destroy your data – paper and disk. They should be able to show you an example of what the shredded bail looks like.
6. **Has the staff been vetted?** Shredding company employees should be subject to continuous monitoring and must be able to prove they have received a 10-year police check. Do they wear a clearly identifiable uniform and carry ID? Do you know what they look like?
7. **Are they committed to training and development?** A shredding company should continuously train their employees to be up-to-date with the very latest industry developments and look for ways to improve their service to customers at every turn.
8. **Are they easy to deal with?** Your shredding supplier should be your trusted partner – after all they are dealing with your companies most confidential information. Have you spoken to just the salesperson? Who will be dealing with your company? Will they be contactable in emergencies? Make sure they are committed to providing a courteous, friendly and transparent service at all times, from all staff.
9. **Do they offer a free recycling service to shredding customers?** Shredding companies should be doing all they can to provide an ethically responsible service helping their clients to reduce their carbon footprint. Does your supplier recycle all your paper? Do they plant trees on your behalf? Can they give you a certificate to show how many trees you've helped to plant? Do they recycle ink toners, cartridges and disposable cups?
10. **Do they help the local community?** A good measure of a sound business partner is how involved they are in the local community. Do they help charities? Are they proactive in educating residents and businesses? Are they involved with events and local media?

Shred Secure can confidently give a resounding YES to every question above. To find out more.