

POLICY STATEMENT (Sheard Security)

Sheard Security provide the highest level of data destruction compliant with current legislation's on the Data Protection Act 1998, giving the Customer confidence that the destruction of their confidential material is completed in the most effective and efficient, secure and correct manner. In order to conform to the Data Protection Act;

- Sheard Security is registered with The ICO (Information Commissioners Office) (registration number Z7096133)
- Sheard Security are audited against and are compliant with BS EN 15713 : 2009 & BS 7858 : 2006
- Sheard Security is an Environment Agency Registered Waste Carrier (No YR1/446378/CB)
- Sheard Security ensures all personnel working in the confidential unit undergo screening procedures in accordance with BS 7858:2006 and are issued with identification badges (when working off site).
- Sheard Security accepts total responsibility for the safe transportation of all confidential materials once loaded onto the security vehicle
- Sheard Security provides Security Sacks and Seals for the gathering of confidential data.
- Sheard Security collects full security sacks in our security vehicle and shreds the confidential documents in a secure building, which is monitored by a CCTV surveillance system
- Sheard Security guarantees that all material will be shredded and baled within 24 hours of collection
- Sheard Security issues a Certificate of Destruction on completion of data destruction
- Sheard Security confirms that this Policy Statement forms the basis of our professional, effective and efficient service and ensures that all Customers are assured of complete confidentiality and satisfaction at all times



Roger Whittaker
 Managing Director

ISSUE DATE	ISSUE	REFERENCE	AUTHORISED BY	REVIEW DATE
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