

# The **ONE** thing your business needs to do to become GDPR compliant overnight

*(CLUE: it has nothing to do with emails!!)*

**In a nutshell – If you are confused how the new GDPR will affect your business, follow our three simple pointers**



**Identity**  
destruction

Secure Paper Shredding &  
Hard Drive Destruction



# 1.

## GETTING TO GRIPS WITH THE GENERAL DATA PROTECTION REGULATION

### What is the GDPR?

The General Data Protection Regulation, (GDPR) is a new directive coming into force in May 2018 which replaces the current 1998 Data Protection Act. This means your Company will have to be able to show that you are data protection compliant, e.g. through maintaining written policies and regularly conducting compliance audits. In layman's terms, your business will have to show that you are minimizing the amount of personal data involved in processing client, supplier and staff details at point of issue. It also means that archived personal data held digitally on hard drives or on redundant paperwork needs to be destroyed to a security level which results in a respective individual's personal details to be unidentifiable.

### Educate and appoint your own Data Protection Officer (DPO)

Companies whose activities consist of processing sensitive information on a large scale or regular basis will have to appoint a Data Protection Officer (DPO). However even in a smaller office environment, where a DPO is not obligatory, it can in many cases be recommended as a best practice, which can have reputational value for the company. The DPO has to officially oversee the data protection processes of the company but can decide to have key people contribute to the DPO's tasks.

### What is 'confidential' or 'non-confidential'?

Typically, businesses will clear out their archived paperwork once it has reached the seven year VAT threshold and old accounts paperwork is what usually springs to mind as the 'confidential' paperwork within an office that needs shredding. This is still necessary, but the new GDPR requires us to classify all redundant paperwork that identifies a living individual as 'confidential' and this is required to be destroyed beyond recognition through a secure shredding process. It is therefore essential to implement a system within your workplace that captures all waste paperwork and that you have a specific instruction to your staff to deem all waste paperwork as 'Confidential'. This will include printed-off emails, staff notes that have been jotted down by hand and any paperwork or documents detailing names, home or office addresses, email addresses and contact telephone numbers of clients, suppliers or staff.

Throughout the year we have PCs and laptops that break down and become redundant. They get replaced with newer, faster models and the old towers and laptops often get stored away in a cupboard and generally forgotten about. With the GDPR it is essential that you destroy the information held on the hard drives within the redundant computers as they will hold masses of personal information pertaining to staff, clients and suppliers.





# 2.

## STORAGE AND SHREDDING OF OFFICE WASTE PAPERWORK

### Secure storage of redundant paperwork

Once you have begun the process of deeming all waste paperwork as confidential, there is the next stage of storing it securely. It is being advised that all redundant paper will no longer be stored in an open sack or open bin or box within the workplace as it will need to be stored in a locked and secured unit. When paperwork is not locked away it is susceptible to being potentially read by staff, customers, suppliers or any external contractors such as cleaners etc and is therefore open to a breach in security. Identity Destruction provide lockable consoles that measure 90cmH x 50cmW x 50cmD. The advantage of a console is that all your waste paperwork generated within your office environment, whether confidential or non-confidential, will be captured and stored securely within a locked console cabinet prior to being collected and securely shredded. This means no paperwork will inadvertently fall into the general waste or recycling stream and therefore no security breaches will be made.

### Shredding your redundant paperwork

Office shredders are notoriously prone to regularly overheat and break down, and staff often waste many valuable hours slaving over a temperamental shredder. The frustrating task of removing staples and paper clips, only shredding a few sheets at a time and having to frequently empty the messy shredded paper from within the shredder costs UK businesses on average at least one hour per week of staff labour. So even on a minimum wage of £8 per hour this hidden cost incurs business a whopping £400 per annum as well as tying up staff spending 50 hours a year on a menial task which isn't productive to the growth of the company.

### Cost-effective and GDPR-compliant shredding

Identity Destruction provide a cost-effective and GDPR-compliant shredding service to enable your business to save time, save money and be secure. Lockable consoles are supplied in three colours, 'Beech, Grey or White' to match your office furniture and decor. Staff simply deposit their waste paperwork through the tamper proof slot at the front of the console. The consoles are lined with a nylon sack and the paperwork sits securely stored within the locked console prior to collection.

Your confidential paperwork is collected from within the console by a vetted member of Identity Destruction carrying an ID badge and securely transported in a GPS tracked vehicle to an Identity Destruction CCTV-managed shredding facility. Although other shredding companies shred between 16-22mm, Identity Destruction cross-shreds your paper to just 8mm. For your company records and peace of mind, a Certificate of Destruction is supplied together with a waste transfer note per consignment collection. All shredded paper is 100% recycled.

The console service starts on a Bronze package as a 4-weekly collection and cost £195 + VAT on a 12-month service agreement. That equates to just £15 + VAT for a 4-weekly collection and shredding of your confidential waste paperwork. Full details on our Bronze, Silver and Gold packages can be found on online @ [www.identitydestruction.co.uk/shredding-consoles](http://www.identitydestruction.co.uk/shredding-consoles).





# 3.

## DIGITAL INFORMATION HELD ON HARD DRIVES

### Your responsibility for digitally held personal information

The General Data Protection Regulation requires UK businesses to be extra vigilant in ensuring personal information held digitally on redundant hard drives is utterly destroyed and eradicated. The number of files held on PCs and laptops can be in their thousands and information identifying an individual, be it a member of staff, a client or a supplier, must be destroyed once the hard drive has come to the end of its life.

Many companies reformat a hard drive in order to wipe the held information but unfortunately this is not a secure option in order to be compliant. Over 90% of information is retrievable after reformatting a hard drive and therefore this process does not come close to being secure.

Often IT service providers who maintain your internal IT system will offer to destroy old hard drives, however it is your responsibility under the GDPR to ensure that you are aware of the exact process of hard drive destruction that is used. Reformatting or using free wiping software is not compliant and your business is at significant risk to serious security breaches using these processes.

Identity Destruction's hard drive destruction service is a bespoke, mechanical piercing process that renders a hard drive utterly annihilated. Within a hard drive is a platter (disk) that holds all the digital information. Under CCTV, at an Identity Destruction secure facility, the internal platter is carefully removed from within the hard drive outer casing and is multi-pierced using our hard drive destroyers. This mechanical piercing process guarantees the information held on the hard drive can never be read again and enables your business redundant digital information to be 100% GDPR compliant.

Identity Destruction's Hard Drive destruction service starts from just £12.50 + VAT per hard drive and includes recycling of the redundant PC or laptop carcass at no extra cost. Full details on our Hard Drive Destruction Service can be found at [www.identitydestruction.co.uk/hard-drive-destruction](http://www.identitydestruction.co.uk/hard-drive-destruction).

***"If you follow this guide and contact us, we will make sure that all your compliance needs are catered for"***

**John Cauchi, Operations Manager  
Identity Destruction**



**Secure Paper Shredding &  
Hard Drive Destruction**