

Confidential Destruction



Features:

Collection or delivery from your premises

Paperwork, CD/DVD uniforms destroyed

Wide range of receptacles available

Compliance with DPA regulations

Certificates of Destruction issued

Environmentally conscious



As dedicated records management facilities Dataspace is principally concerned with the active management and control of your current and live data, be it in paper based or electronic format.



To compliment the key services for advanced tracking, volume scanning and retrieval of a clients' paperwork - Dataspace can become fully responsible for your archives through legal retention to final destruction.



Items Dataspace are capable of final destruction include:

- Paperwork/documentation
- Audio/VHS tapes
- CD/DVD media
- Computer hard disks
- Staff uniforms
- Xrays
- Products and/or samples

Any Material due for destruction, that clients analyse to have met their legal obligation to maintain, are passed through a highly secure and confidential cross-cut shredding operation ensuring the total loss of the data, paper, floppy discs, CD/DVD's or video tapes. Dataspace destruction procedures have also assisted existing clients with the confidential disposal of unwanted corporate uniforms.



Comprehensive on-site destruction processes are also offered ensuring that confidential paperwork that is generated within the office is securely shredded and Dataspace has a wide range of sacks, waste bins and receptacles for this purpose.



Once destruction procedures have been performed, clients are issued with a 'Certificate of Destruction' to conform compliance to the latest Data Protection regulations.

All destroyed information is then forwarded to a recycling plant registered by the Environment Agency, where the waste is re-entered into the supply chain.



Dataspace is actively involved with the 'plant a tree' project in Sweden, whereby for every tonne of paperwork destroyed a donation is made towards the foundation that replant trees to replenish the Earth's resources.

To compliment the need for confidential computer hard disks or PC memory to be destroyed when the IT equipment is replaced, Dataspace have developed an IT disposal service for business customers.

Rather than the IT department having the responsibility to erase or wipe a PC memory and then dispose of the hardware in compliance with the latest WEE directive - Dataspace can provide a total solution ensuring compliance obligations are met and high levels of commercial and personal data protection are maintained.

For details of our other services please see info sheets on:

- **Document and Diagram Scanning**
- **Archive Storage & Record Management**
- **Archive Bunker**
- **Back-up and Media Vaulting**

