

HIGHLANDER SECURITY SHREDDING

- WHAT IS GDPR?
- WHAT IS CONFIDENTIAL WASTE?
- ARE YOU COMPLYING WITH YOUR LEGAL OBLIGATIONS WHEN IT COMES TO DATA PROTECTION LAWS?

**CONTACT US NOW FOR
YOUR FREE QUOTE!**

T: 01355 241088

www.securityshreddingscotland.co.uk

*Don't let your
documents
come back
to bite you!*

A large, realistic-looking shark is shown from the chest up, emerging from the ocean. Its mouth is wide open, and it is biting down on a white rectangular sign with a gold border. The sign is tilted and contains the text "more destructive than a great white!". The background shows a sunset or sunrise over the ocean with a bright sun on the right side.

**"more destructive than
a great white!"**

GDPR

What Should You Be Shredding?

- Employee Contracts
- Employee Personnel Records – address, bank details, etc
- Customer Contracts
- Supplier Information
- Training Information
- Staff and customer appraisals
- Any correspondence addressed to a named person, such as a quotation
- Health and Safety Records
- Meeting Minutes
- Purchase Orders
- Payroll Statements
- Medical Records
- Advertising and Marketing Documents
- Invoices
- Wage Slips
- Copies of ID – passport, driving licence
- Bank Statements

Don't let your documents come back to bite you!

Would you pass a GDPR Audit? We provide an audit trail for all documents shredded, including a certificate of destruction!

Contact us now on **01355 241 088**

or email shredding@highlanderinternational.co.uk to find out what we can do to help your business.

 Highlander Security Shredding  @weshredpaper

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