



HIGHLANDER SECURITY SHREDDING

Product & Service Brochure

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

A large, realistic-looking shark is shown biting down on a white document with a gold border. The shark's mouth is open, showing its sharp teeth and pink tongue. The document is being held in its mouth, and the shark is positioned in the water, with splashing water around it. The background shows a sunset or sunrise over the ocean.

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

Business & Domestic Confidential Waste Shredding Services

We provide confidential document and paper shredding services to companies, individuals, and domestic households across Scotland.

Our paper shredding services protect your confidential documents, data and printed materials from fraud, costly fines or damage to your brand reputation.

All confidential waste is shredded within 24 hours of collection. We recycle 100% of your shredded paper. We comply fully with the Data Protection Act and GDPR (General Data Protection Regulation) and are regulated by the British Security Industry Association and the Security Shredding Association.

We are fully accredited to EN15713 standards for the collection and processing of confidential waste papers and to BS7858 for the screening and vetting of our security shredding employees. All materials are destroyed in a secure, controlled environment at our shredding facility in East Kilbride where we have the largest off-site shredding capacity in Scotland.

We offer a wide range of collection and drop off services to suit EVERY requirement from small quantities to large scale clearances, and we also guarantee to offer the most competitive rates.



Why Highlander?

Price – We will not be beaten on price – either an ongoing collection and shredding service or one-off clearances. We guarantee to beat the price of your current service provider!

Professionalism – Our conscientious staff are vetted, uniformed, fully trained & wear ID badges at all times, both during collections & within our secure shredding facility in East Kilbride.

Accredited – We are accredited to ISO9001, ISO14001, ISO27001, ISO45001 all incorporating EN15713 and operate a fully integrated management system. In addition we are members of the United Kingdom Security Shredding Association (UKSSA) where we comply with their High standards within the code of practice, including BS7858 for background screening of staff. For all our ISO's and UKSSA membership we are externally audited to ensure compliance. Moreover, we are SEPA and ICO registered.

Service – We will not be beaten on service - Highlander operate 21 collection vehicles, meaning we can provide a tailored service to suit your individual collection and shredding needs.

Insured – We have full company insurance coverage from employers, liability, product liability, public liability to vehicle and professional indemnity insurance, for your added peace of mind.

Dedication – We provide a local, dedicated service – no far flung call centres with Highlander now or ever – we know you personally by NAME and NOT your account number!

Environmental – We take your material to our dedicated shredding facility for recycling, meaning no noisy, polluting shredding trucks will operate outside your premises EVER! In addition we now operate electric vans within our fleet to allow carbon neutral collections and make our services even more sustainable. This will help Highlander in our mission to achieve net zero emissions by 2030.

Diligent – Our vehicles are fully GPS tracked so we know where your material is at all times and our shredding facility is fully alarmed and CCTV monitored for extra security.

Unrivalled – We are a privately owned, local company and our “More destructive than a Great White” and “Don't let your documents come back to bite you!” work concepts and cultures, are the envy of our industry in terms of innovation and secure operations – we guarantee our service will be personal and genuine at all times!

Experience – Together our management team have over 100 years' experience in the paper recycling and shredding industry – unrivalled in the Scottish confidential waste shredding market!

Our Collection Equipment:



PAPER BAGS

One-use, extra strong, double ply paper sacks ideal for clearances, and ad hoc collections.

240L



LOCKABLE WHEELED BIN

The middle size bin, which most people will recognise as a standard household general waste bin. This will hold the equivalent of 5 sacks worth of paperwork and works in the same way the 120L bin.



STANDARD SECURE CONSOLE

Fully GDPR compliant console with internal bag for secure containment of confidential waste until collection. Aesthetically appealing in an office environment, and ideal for everyday use.

120L



LOCKABLE WHEELED BIN

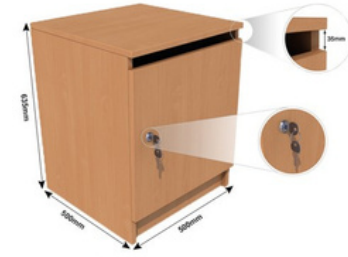
The smallest of the 3 sizes of security wheeled bins we offer, this bin will fit the equivalent of 3 sacks worth of paperwork. The bin has a no return feed slot on the lid for paperwork to be placed into the bin. Given the mobile nature of this option, this is ideal for environments where the bin may be used in different areas.

660L



LOCKABLE WHEELED BIN

Our largest bin size, which is perfect for larger quantities, and holds the equivalent of 15 sacks worth of paperwork. This works in the same way as the 120L bin.



JUNIOR SECURE CONSOLE

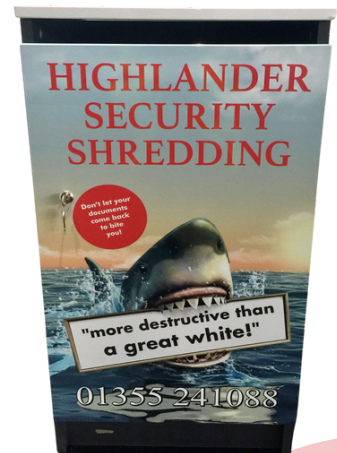
This works in the same way as the standard console, but much more suited to offices where space is of the essence. The junior console is the perfect size for fitting under a desk.

SECURE



LOCKABLE WALK IN CONTAINER

We offer large, steel, lockable walk in containers ranging from 22 cubic yards – 40 cubic yards which are ideal for large volumes, and archive clearances. These will hold 300 – 600 boxes/bags of paper and can be sited on a permanent basis for regular large volumes, as a “wait & load” for clearances which are live loaded, or left on site to be filled.



BESPOKE WRAPPED CONSOLE

We also offer a bespoke console wrapping service to suit your branding or office interior design.

BOX COLLECTION

We do not provide boxes, however if you have your material already in archive boxes we can collect these as they are, individually, or on pallets.



Additional Features of our Services

- All employees are criminal records checked & vetted annually, through Disclosure Scotland.
- Further employee background checks – including employment and credit checks – performed to BS7858 standards.
- Invitation by prior arrangement, for all customers to visit our shredding centre, to view the entire process.
- GDPR addition
- Containment and storage of material within two fully secure, alarmed, CCTV monitored storage compounds.
- Recycling of all shredded paper to EN 643 European paper industry quality and environmental standards.
- Unique weight tickets and bespoke destruction certificates issued for each batch received, within 24 hours of shredding.
- Externally monitored CCTV cameras all around our secure facility, monitoring all work activities, 24 hours a day.

Mezzanine Viewing Area



Part of our destruction centre features a unique mezzanine viewing area, above the shredding facility, to allow any customers to view their own material being shredded, or for potential clients to come and see our operations. This area is fully enclosed and provides a full aerial view over all the shredding machinery.

This area provides a true insight into what actually happens to confidential papers after receipt at our facilities. This offers additional peace of mind, while never compromising the security of the materials entrusted to us, and of course, all operations are accredited to EN15713 standards and subject to external inspection as a member of UKSSA.

Recycling to ensure Sustainability

Once securely shredded, all destroyed papers will be baled and receive a final inspection by both our security shredding and quality managers. These $\frac{3}{4}$ ton bales will then be tagged and made ready for transportation to one of our carefully approved, nominated paper mills to be 100% recycled into new papers such as tissue products.

Our operations allow a continuity of service no matter what as we operate 3 x shredders, and 3 fully automatic balers which allow a weekly throughput capacity of 2000 tons – the largest baling ability utilised by an independent shredding company in Scotland.



GDPR / Data Protection Legislation - Your Responsibilities

For any business, it is essential to comply with all laws pertaining to your business and one which applies to all companies is the Data Protection Act 2018.

Receiving a fine from a data breach would result in serious reputational damage, and can be up to a maximum of £17 million, or up to 4% of the business' turnover.

It is therefore imperative that every business has sound control, and audit trail processes in place for the shredding of any confidential papers that no longer have any legal requirement to be held.

At Highlander we are determined to make sure all your legal obligations are discharged from a data shredding and destruction perspective, and that your documents don't come back to bite you! Being accredited to ISO27001 for Information Security Management we are very well equipped, and experienced to assist with your shredding requirements.

For both everyday confidential waste paper that is generated, as well as archived paperwork that you no longer have any legal requirement to hold, it is important that you have measures in place to handle this correctly, and Highlander can offer services to suit everyone. For further information on the services we offer get in touch today!



Contact:

- ☎ +44 (0) 1355 241 088
- ✉ shredding@highlanderinternational.co.uk
- 📍 7-10 Linwood Avenue, East Kilbride, G74 5NR

Get in touch today to find out how we can to help your business comply with the updated laws at ALL TIMES!

