



ARROW OFFICE

Secure Shredding

Secure Shredding in 4 simple steps :

Step 1 - Fill up

Fill up the secure sacks. You don't even have to remove staples or paperclips

Step 2 - Collect

Call us when you are ready for a collection.

Or we can schedule a collection weekly, fortnightly or monthly.

Step 3 -Shred

Your documents will be shredded off-site at one of our secure shredding facilities.

Step 4 -Recycle

Once your documents have been shredded, they will be sent for recycling.



All information removed from your office will be destroyed in accordance to BS EN15713:2009.

Once all the material is shredded it is then baled and delivered to paper mills within the UK, this is where your paper gets recycled into consumable tissue products, in compliance with the General Data Protection Regulations (GDPR) and ensuring the shredded material is recycled in the correct waste stream complying with Section 34(9) of the Environmental Protection Act March 2016

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