

Important: Know What to Shred

By law you must protect personal data and confidential information of your customers, employees and your company.

Entities must take reasonable steps to destroy or de-identify the personal information it holds once the personal information is no longer needed for any purpose for which the personal information may be used or disclosed under the Australian Privacy Principles.

What to shred:

Below is a good indication of what to shred, however individual retention requirements may vary.

Accounting and Information Technology

- Contracts
- Customer lists
- Internal reports
- Payroll statements
- Supplier information

Executive Level

- Budgets
- Correspondence
- Legal contracts
- Strategic reports

Human Resources

- Applications
- Health and safety issues
- Medical records
- Payroll information
- Performance appraisals
- Training information and manuals.

Procurement

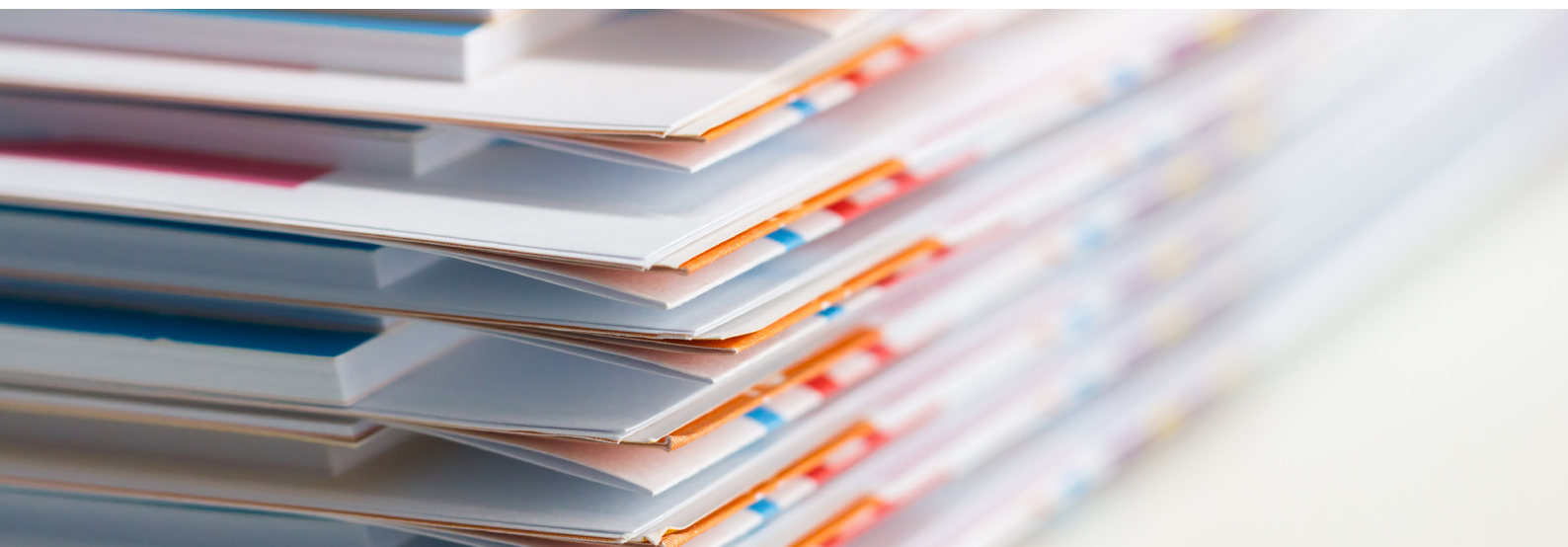
- Corporate records
- Supplier purchase orders
- Supplier records
- Supplier specifications

Research and Development

- Appraisals
- Formulas, product plans and tests
- New product information
- Reports
- Specification drawings

Sales and Marketing

- Advertising
- Customer lists and contracts
- Strategies
- Training information.



Our Hard Drive and Media Destruction Service

Confidential information stored on electronic devices also need to be protected and destroyed securely at the end of its life. Contact our team to collect and scan your electronic media. They will then be securely destroyed and you will be issued a Certificate of Destruction.

Acceptable items for hard drive and media destruction service:

- Hard Drives (any kind of laptop, desktop, PATA, SATA and many more)
- Backup Magnetic Tapes (any kind of DLT, mini cartridges and many more)
- Floppy Disks (3.5 inch disks, 5.25 inch disks, and many more)
- Zip Disks (100 MB, 250 MB, and other large disks)
- Optical Media (CDs DVDs, Blu-ray, and HD DVD).

Items for specialised collection only

Please do not place the following items in the Shredding container:

- Batteries
- Sharp objects
- Ink cartridges and toners
- Large metal objects
- Food, glass, cans, etc.
- Pressurised containers
- Syringes
- Cardboard tubes
- Electrical items
- Medicine/pill bottles.



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