

# Document Destruction

Paper-based records remain one of the most overlooked data security risks in any organisation. From HR files and financial statements to contracts and customer correspondence, physical documents can expose your business to serious regulatory and reputational harm if not disposed of correctly. Our certified document destruction service provides a secure, fully documented, and compliant solution — whatever the volume, sensitivity, or urgency.

## WHY SECURE DESTRUCTION MATTERS

Documents containing personal data, financial records, or commercially sensitive information carry the same data protection obligations as digital records. Disposing of them incorrectly — including placing them in general office waste — constitutes a data breach under UK GDPR. Physical documents are also a target for "dumpster diving," where attackers recover discarded material for fraud or targeted attacks.

## DESTRUCTION METHODS

### Cross-Cut Shredding

Documents cut into small rectangular particles in two directions — reassembly is practically impossible. High throughput, ideal for routine bulk disposal. Meets DIN 66399 P-3/P-4.

- Suitable for most business documents
- Output baled for certified recycling
- Certificate of destruction provided

### Micro-Cut Shredding

Reduces documents to confetti-like particles far smaller than cross-cut output. Recommended for legal, medical, and financial records. Meets DIN 66399 P-5/P-6.

- Near-impossible to reconstruct
- Recommended for regulated industries
- Certificate of destruction provided

### Incineration

Documents transported under secure chain of custody to a licensed incineration facility and destroyed at high temperature. No residue, no reconstruction risk — for government, defence, and the most sensitive commercial material.

- Complete, irreversible destruction
- Environment Agency compliant
- Certificate of destruction provided

### Pulping & Disintegration

Industrial process breaking documents into raw fibre slurry using water and mechanical agitation. Ideal for large volumes, bound documents, and organisations seeking certified green disposal.

- Effective on bound & laminated media
- High-volume capacity
- 100% recyclable pulp output

## SERVICE OPTIONS & WHAT EVERY DESTRUCTION INCLUDES

- One-off clearance — office moves & archive clear-outs

- Certificate of destruction & chain-of-custody documentation

- Scheduled collections — weekly, fortnightly or monthly

- Waste transfer note where applicable

- Witnessed destruction available on request

- Auditable records for compliance use

- Secure on-site console siting available

- Covers paper, labels, badges, printed media & more

### DID YOU KNOW?

- The ICO has issued fines specifically for improper disposal of paper records — digital data is not the only concern under UK GDPR.
- A standard office strip-cut shredder does not meet the minimum security level for confidential business documents under DIN 66399.
- Many cyber insurance policies require documented evidence of secure physical document disposal as a condition of coverage.
- Shredded output from certified destruction is baled and sent to paper mills — secure destruction and environmental responsibility are not mutually exclusive.

To discuss this service or any of our other IT and data solutions, contact us today.

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