

# SHRED SAFE

SECURE DESTRUCTION  
& RECYCLING SERVICES



## COMPANY PROFILE

2020/2021



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PROTECTING  
YOUR BUSINESS  
IS OUR BUSINESS.

It's not Safe till  
it's Shred Safe.



## INTRODUCTION

Since 2005 SHRED SAFE has been the number one choice for Secure Destruction and Recycling Services. We destroy and Recycle Data (e-Waste), Products, Accessories, Uniforms, Textiles and much more. Our Secure Destruction and Recycling Services ensures that all destroyed materials don't end up in recirculation, landfills and trash bins. We protect confidential information, provide brand protection, prevent fraud and financial losses.

We offer Secure Destruction Solutions for private households through to large global corporations and to the highest International and local government departments. We offer you tailored Destruction Services which ensures your entity is compliant with International and Local Privacy Laws. We are known for keeping businesses and their clients protected from identity thieves and fraudsters. We specialize in the destruction of obsolete uniforms and materials from the Army, Police, Emergency and Corporate Personnel.

SHRED SAFE is the most Secure and Environmentally responsible Destruction and Recycling service provider. At SHRED SAFE all our associates are Trained and Certified Information Security Professionals and provide advice and expertise to help you protect your business and keep you up to date with changing Privacy Laws. Upon destruction completion, Shred Safe provides a Certificate of Destruction and Recycling to confirm that all materials were securely Destroyed and Recycled. These certificates are also essential for your records and auditing requirements.

By implementing Shred Safe's services into your day-to-day operations, you not only become protected but also meet the necessary legal legislative requirements pertaining to the Privacy Laws that regulate the protection and destruction of information securely.

We provide a range of services to meet your daily & occasional needs.  
This includes but is not limited to:

- ✓ Scheduled Document Destruction & Shredding – Your company logo Branded locked Tamper-Proof Security Consoles/Bins kept in a convenient location in your office/reception/banking hall for employees or customers to deposit documents through a 220mm x 20mm slot for scheduled destruction & shredding service.
- ✓ One-off Shredding of Stored/Archived Documents, Office Cleanouts-Space Creation & Relocations.
- ✓ Data, Hard Drive & Specialty
- ✓ Total Product Destruction
- ✓ Confidential Bags Shredding
- ✓ Decommissioning Data Centers
- ✓ Army/Police/Corporate/Branding Clothing & Obsolete Uniform Destruction
- ✓ Tailored Destruction Services

## COMPANY MISSION & VISION

To deliver the most Secure Destruction and Recycling Services that drive and protects Businesses, People and the Environment. We are more than just a Secure Destruction and Recycling Service Provider. We help sustain the environment, combat pollution and deforestation by recycling all destroyed materials. Our services brand our clients as not only Secure but Eco-friendly & GREEN. We strive to be the most Secure, Reliable, Cost Effective, Flexible and Convenient Destruction service provider globally.



### Security

Shred Safe offers our clients **peace of mind and guaranteed security!**

Your confidential materials will be treated with the utmost security and care allowing your organisation to focus on what you do best. Helping you Safeguard your business.



### Social Responsibility

Our roots are firmly planted in **security & sustainability**. Shred Safe is committed to protecting our fragile environment from pollution & deforestation.

**Each SHRED SAFE Console saves 6,500 trees per year.**



### Quality of Service

Our five pillars of Quality of Service - Security, Reliability, Assurance, Responsiveness and Sustainability.

**The choice of International Government Agencies from countries like the United States and Germany as well as International & Local Businesses.**

# OUR OBJECTIVES





To Guarantee the Safe and Secure Destruction and Recycling of Data, Documents, Property and Products that would have otherwise ended up in recirculation, trash bins and land fills. Protecting your Business is our Business.

Recycling is one of the best ways to combat pollution and preserve our natural resources. We protect you and you protect the environment. Staying Secure and Protecting the environment should be part of every responsible business.



Shred Safe eliminates the practice of discarding confidential information, data and product with general waste and in land fills. Everyday businesses, products and customer's information become at risk of fraud and identity theft because of these reckless practiceses. Our services eliminate information breaches that make you liable for large fines or prosecution for not abiding by your legal destruction obligations.

We securely destroy your confidential information from conception to resting place. We urge you to review your current protocols and we will assist you to develop a better secure destruction management policy.

The resting place of information is as important as its destruction. Shredded documents thrown in the trash can easily be reassembled with tape and software. A known industry fact.

-  SECURE END-TO-END DESTRUCTION
-  SECURE CHAIN OF CUSTODY
-  CERTIFIED INFORMATION SECURITY PROFESIONALS
-  RECYCLING & ECO-FRIENDLY BRANDING

**SHRED SAFE BRANDING**  
meets the Demand for  
Fraud & Brand  
Protection.

-  INFORMATION, PRODUCT & UNIFORM DESTRUCTION
-  SECURE CONSOLES FOR PATRON & EMPLOYEE USE

## OUR SLOGAN

It's not safe till it's Shred Safe.



## Company History & Overview

### GHANA'S DATA PROTECTION ACT OF 2012

REQUIRES BUSINESSES TO COMPLY WITH SECURE DESTRUCTION & PROTECTION OF PERSONAL DATA & PRIVACY OF INFORMATION. ITS PROVISIONS ENSURES THAT BUSINESSES BE HELD ACCOUNTABLE FOR IMPORPER PRACTICES.

## WHO ARE WE?

For over 17 years Shred Safe has been providing Secure Destruction & Recycling services that protect private households through to large global corporations and to International and local government departments.

When you work with Shred Safe, you become part of a Bigger Program that not only protects you but also protects our fragile environment that we depend on.



There's more at risk than you think. Find out why your sensitive and confidential information needs special handling to avoid fraudulent activities, law suits, reputation damage and loss of business..



Proactive environmentally conscious businesses, incorporate recycling as part of their corporate responsibilities. Recycling is one of the best ways to combat pollution and preserve our natural resources.

Sound Secure Destruction policies are not just excellent business practices, it is the law. For a little monthly fee, you can avoid financial losses incurred form confidential information leaking and getting in the wrong hands.



# OUR SERVICES



## One-Off Shredding Service

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Stored Documents, Office Relocations & Space Creation.

Get rid of any possible risks associated with stored files, safely and securely.

For businesses dealing with document overflow & need to make more effective use of expensive office space. We recommend our CLEAN START PROGRAM. We clear out everything you don't need that's currently occupying valuable space.



## Regularly Scheduled Shredding Service

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Based upon your requirements. Locked & Secure BRANDED shredding consoles are placed in convenient locations of your choice in offices, halls & reception areas. Employees & patron's can then easily deposit papers, files and documents into these repositories for secure document destruction. We will visit you as often as you choose and on a day nominated by you. Each client can set up a collection schedule of weekly, fortnightly, monthly, or 'At Call'.

Incredibly simple for all to use. Papers are placed through a slot in the console. Notices clearly outlining what can and cannot be placed in it.



## Hard Drive & Media Destruction

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Only Shredding & Destruction of Digital media ensures your information stays inaccessible.

SHRED SAFE applies the same proven, state-of-the-art, chain of custody protocols for hard drive destruction as we do for product & document destruction, ensuring safe & secure destruction of your media.

- ✓ Regularly scheduled collection or one-off service
- ✓ A secure chain of custody at every touchpoint
- ✓ A Certificate of Hard Drive Destruction & Recycling after each service



## Specialty Destruction Service

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Uniforms, Products, ID Cards, Chips, Sim/Credit Cards, Invoices, Cheque Books and any other Specialty Destruction & Shredding requirement.

- ✓ On-demand scheduling for bulk destruction of Army/Police/Corporate requirements.
- ✓ Certificate of Destruction following every service



## Decommissioning Data Centers & Server Rooms

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Data Center & Server rooms decommissioning is the process of securely disassembling and destroying of all devices which contain data.

- ✓ Decommissioning & Destroying
- ✓ Secure Collection & Destruction with complete tracking at every touchpoint
- ✓ Certificate of Destruction
- ✓ Administered smoothly, safely and securely



## Recycling

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We provide custom Recycling solutions to meet your unique needs. Our innovative recycling practices work for your security, finances and our fragile environment.

We will find solutions for the widest possible range of your materials, reduce your trash disposal and hauling costs.

# THE PROCESS

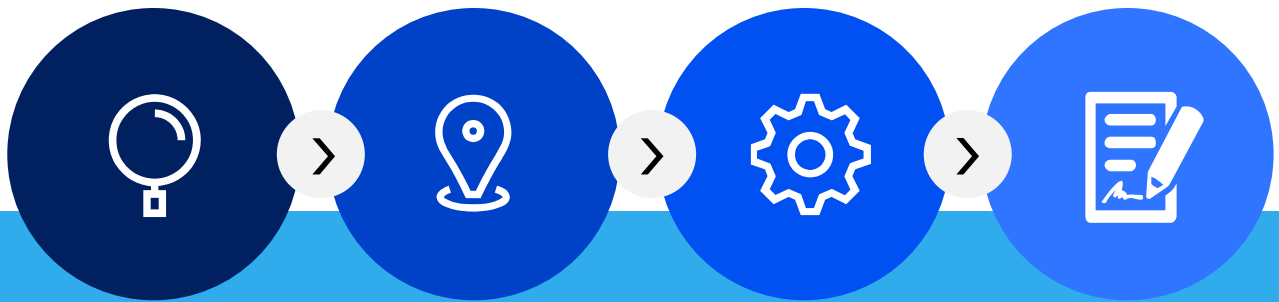
We have a suite of services designed to meet every businesses needs no matter which sector you work in.

Our Certified Information Security Professionals will assist you in identifying and tailor a Secure Destruction Service that best suits your needs..

They will assist you with your Secure Destruction needs and requirements. Whether you have archive boxes, e-waste, data, documents, products, uniforms or anything else, we can securely destroy it.

Following every service, you will receive a Certificate of Destruction & Recycling Gaurantee confirming that your materials have been securely destroyed and recycled.

More than just peace of mind, your Certificate of Destruction & Recycling Gaurantee provides an auditable and protection trail demonstrating your compliance with government information privacy protection laws.



## Step 1

### Get a Quote

Choose the service that best suits your needs. Your allocated Security professional who will walk you through the process.

## Step 2

### Your Service

Choose when and where you want your service to take place and we will schedule it in for you.

## Step 3

### Your Collection

Our Security Professionals will arrive on your scheduled date and collect all contents & Securely destroy them.

## Step 4

### Certificates & Recycling

All Secure Services come with a Certificate of Destruction & Recycling Guarantee. All destroyed content are 100% Recycled.



# HOW SECURE DOCUMENT DESTRUCTION WORKS



Our SHRED SAFE Secure Consoles and Bins have a 64-gallon capacity & come in 2 styles: **Standard & Executive**. They can be company branded and conveniently placed in offices, banking halls and reception areas for employee and patron use. This service gets you noticed, winning new clientele and giving you a competitive edge over your competition.

**SHRED SAFE Consoles & Bins are incredibly simple to use.** Papers are placed through a 220mm x 20mm slot. Each Console and Bin includes a notice clearly outlining what can and cannot be placed in it. They are Locked, Secure and Tamper Proof.

A SHRED SAFE Information Security Profesional will visit your office as often as you choose and on a day nominated by you. Each client will set up a collection schedule of weekly, fortnightly, monthly, or 'At Call'. There is no bin rental charge only a flat monthly fee. After your documents have been securely shredded, the paper remnants are mixed with other paper products, baled, and sent to the recycling mill. A Secure end-to-end process.

It's vital to make sure your documents are secure at every stage of their lifecycle, including their destruction and final resting place.

If concerns about Protection and Fraud has sent you out to buy a shredder, you may want to rethink that decision. Shredded paper can easily be reassembled using tape and software. Using SHRED SAFE is the most Secure, Convenient & Economical solution



# OUR PRICING



## Monthly Service

Ghc 1,550 per month

### PERFECT FOR EVERY ESTABLISHMENT

Highly-recommended for Legal, Financial, Government, Education, Health Care the Business service industries; we are trained in a wide variety of compliance legislations.

- ✓ Regularly scheduled services
- ✓ Secure consoles/bins, available in a variety of styles, and sizes
- ✓ Access to complimentary company-wide SHRED SAFE Work Place Security Policies
- ✓ Secure Chain of Custody
- ✓ Certificate of Destruction & Recycling following each service
- ✓ All services performed by SHRED SAFE Destruction Security Professionals
- ✓ All material are Securely Recycled. Branding you Eco-friendly and a good Corporate Citizen.



## One-off Service

Ghc 25.70 per kilo

### SHRED SAFE DESTROYS MORE THAN JUST PAPER

Confidential information is no longer limited to paper based materials & data. Today there are many other items that require professional Guaranteed Secure Destruction in order to protect from RECIRCULATION, FORGERY, MISREPRESENTATION, LITIGATION, MEDIA EMBARRASSMENT, BRAND DAMAGE & FINES.

- ✓ Stored boxes & documents
- ✓ Medical & Dental Records (including X-Rays)
- ✓ Digital Media including Hard Drives, Solid State Drives, Tapes, Discs, Mobile Phones and USBs
- ✓ Official/Obsolete Uniforms & Branded Clothing
- ✓ Casino Chips & Playing Cards
- ✓ Prototypes and Product Samples
- ✓ Out-of-Date, Misprinted and Unused Advertising Material
- ✓ Counterfeit and/or Confiscated Goods
- ✓ Expired & Seized goods

57%

don't lock up confidential information or products while waiting to destroy them.

39%

Of data breaches are caused by human error & negligence.

# PROTECT YOURSELF



## Robust Operational Procedures

Secure Document & Data Destruction Services should be part of every entities operating procedures as is internationally required. The information you use every day must be protected from unauthorized access.

Although documents need to be secured, that's not where your biggest concern is.

**The trash is, as it's the final resting place.**



## Employee Training

**If you or your employees are just throwing away documents; shredded or not; along with the normal daily garbage, you are exposing your business, your clients, and your employees to a possible privacy breach.**

Dumpster diving is and continues to be a real threat by fraudsters and criminals. That's not to mention how many people have easy access to collected trash.



## Company wide Plan

To make sure confidential information stays confidential, **you need to implement a company-wide secure beginning to end shredding/destruction policy.**

**WE CAN HELP.** Letting SHRED SAFE handle the destruction of all your information, frees up your staff to concentrate on what's important to you. Outsourcing your document shredding ensures that all documents are destroyed securely and ensures the secure beginning to end process and final resting place.



### ALL DOCUMENTS DESTROYED

Regardless of whether it's business related or of a personal nature, not taking proper precautions when it comes to handling sensitive information can leave you vulnerable to exploitation.



### Get Professional End to End Protection

SHRED SAFE'S Certified Information Security Professionals undergo extensive background checks and training.

## SHRED SAFE-IT POLICY

This policy eliminates human error (which accounts for 39% of security breaches) since employees don't have to decide how to handle documents.

Key benefits:

- Improved Security
- Internal Protection & Office Automation
- Eliminates Guesswork
- Legal & Auditing compliance
- Increased Employee Productivity

# CLIENTS REVIEWS



Since 2005, SHRED SAFE has been receiving 5 star ratings from a wide range of clientele.

We help empower establishments and businesses to reach new heights of Security with a Friendly and Efficient Service. Customer Service and Security is not only a slogan but something we practice.

The logo for Oiltanking, featuring the word "Oiltanking" in a bold, sans-serif font. The "Oil" is in black and "tanking" is in white, set against a blue rectangular background.

**Oil tanking Ghana Services Limited**  
A Marquard & Bahls Company



The amount of effort SHRED SAFE puts into securing our secure destruction needs is very reassuring. We now don't have to worry about how to destroy our confidential information & data.



**Best Western Premiere Hotel**



Highly recommended. They destroy everything including our old branded staff uniforms.



**USAID**



SHRED SAFE'S services are not only secure but compliant with our government agency destruction policies and requirements.



**Société Européenne des Satellites (SES)**



A very secure and reliable service. We have been with SHRED SAFE for 5 years and counting.

# SHREDSAFE

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## CONTACT US



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