



Our services are totally flexible and we can provide you with as little or as much help as you want to protect your commercial integrity and ensure you comply with data protection legislation.

For example, we can assess your data risk, review your document management systems, and advise you and your staff about your legal obligations, and/or provide you with a complete collection, storage and destruction service, fully monitored and certified from start to finish.

- GDPR Policies & Procedures
- Storage & Management
- Document Removal
- Secure Transport
- Certified Destruction
- Responsible Recycling



If we can help with your confidential documents, your GDPR compliance please contact us:



Tony Hughes  
Director



Yvonne Curtis  
Commercial Manager



Patrick Solly  
Commercial Manager



01795 874 241

info@confidentialdocumentdestruction.org.uk



Tony,  
We would just like to thank you and your team for the professional service that has been delivered. We have found by using the enclosed secure confidential waste bin it has saved time, removed the constant noise and issue caused by the office paper shredder. Plus, as an added bonus, it's a great place put the office plants. Thanks again

*John Fairfax, Gillingham Site Manager, Cook Food*



Just to recommend the excellent service and response from Tony and his team at Confidential Document Destruction Limited. We were moving our commercial team a few miles to Kent Science Park after 8 successful years at Conqueror Court, Sittingbourne. Inevitably the 'spring clean' of filing cabinets and cupboards uncovered lots of historical reports/documents that were in need of secure disposal. Faced with probably a week of standing at the shredder we decided to give CDDL a call. The waste bags arrived same day and collected a week later, again within a few hours of the request. I can't recommend Tony and his team highly enough – give them a call, you won't be disappointed.

*Paul Russell, Sales & Marketing Manager, Monarch Chemicals*

# CONFIDENTIAL DOCUMENT DESTRUCTION

We can help create GDPR Policies & Procedures for your business

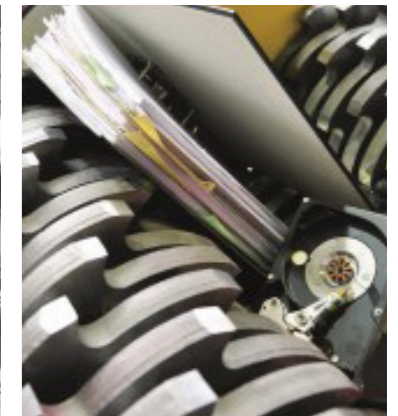


**“ Confidential documentation is any emails that are printed, any paper work that is computer or hand written generated that contain information that could identify an individual in person. ”**

Are your employees fully aware of what constitutes Confidential Information or Documents?

Have you as employers supplied a Confidential Collection process to ensure your employees can dispose of this information in the correct manner.

Are you complying with GDPR with your Confidential Paper work you produce on a daily or monthly basis.



Are your computers being treated as Confidential Information when they come to the end of their life. Do you ensure your computers and hard drives are processed as Confidential Information, do you receive certification that they have been cleared of all information and destroyed beyond recognition.

Are you as employers helping the environment by ensuring all your electronic information collection systems are processed in line with GDPR.

## Waste Electronic & Electrical Equipment

Are you paying rent and rates to store your archive boxes in your offices, save money and have them stored safely and securely and more importantly in a manner that information is easier to find.

Are you complying with GDPR and only storing the amount of archive documents your policy states you will store.

Collection, destruction and certification carried out by CDDL at very competitive rates



CDDL offer a full recycling service for all your waste streams.

We work very closely with SME's to save money on their waste disposal costs and ensure they are compliant with all Environmental Legislation

CDDL are a very innovative recycling provider with over 35 years in the industry and we would love to work with you today and for years to come.



Are you looking for a responsible and secure service for all your Waste Electronic and Electrical Equipment (WEEE) to ensure it follows the appropriate WEEE directive.

How do you ensure your WEEE is processed in the correct manner and is not reused or exported.

Looking for a reliable and secure service CDDL can supply what you are looking for, please contact us today.

**“ On site / in office safe collection and storage consoles to allow employee's to post confidential documentation ”**

