



Highlander International Recycling

Guidance Sheet – Security Bag Service

How our bag & tag service works:

- Fill the bags with any confidential paperwork you have
- Secure the bags closed with the zip lock tags provided – the end of the tag feeds through the hole like a zip-tie
- Be careful not to over-fill the bags so they can be lifted easily, and within health and safety guidelines – please see maximum fill line on the bag for reference
- Please refrain from including ring-binders, poly-pockets, or any other large metal/plastic components(although staples and paper-clips are OK)
- Contact us on the details below once you are ready for a collection

What to shred:

- Some examples of documents that should be shredded are:

Contracts	Customer Lists	Internal Reports	Payroll Statements
Supplier Information	Budgets	Correspondence	Legal Contracts
Strategic Reports	Applications	Health & Safety Issues	Medical Records
Training Information	Appraisals	Purchase Orders	Advertising

- It is good practice that all paperwork, regardless of content is routinely shredded and put beyond information use to prevent any risk of a security breach.

If you have any other queries, require any more bags, or are simply ready for a collection then please call our shredding office on **01355 241088** to speak to one of our friendly advisors, or **email shredding@highlanderinternational.co.uk**

Thank you for your business!

[Public]