

RELEASE



ENVIRONMENTAL POLICY

The final chapter: ensuring your assets reach the end of their lifecycle in a planned, efficient way.

Perhaps you are relocating and need to purge and consolidate your data... Or maybe you have come to the end of a project and need to dispose of the paper trail.

Complete the cycle of top-quality services by choosing Restore to provide safe and environmentally sound methods of destruction for all your information.

CONFIDENCE	
STORE	
MANAGE & PROTECT	
RELEASE	





TRUST • CONFIDENCE • SECURITY



ENVIRONMENTAL POLICY

Keeping pace with current legislation, protecting personal information, and upholding your organisation's reputation while maximising the efficient use of on- and off-site storage space – all these demands help to make secure records disposal the final link in a professional assets management system.

Whichever O'Neil application you choose to track the lifecycle of your archive boxes, you will be able to keep tabs on precisely which contents are due to expire. So that, from simple destruction through to the secure shredding of highly sensitive data, you can trust Restore to process your paper and magnetic media assets swiftly and securely through to the final stage of their lifecycle.

WHAT TYPE OF DISPOSAL SHOULD YOU USE?

> Destruction

choose this option if your retention schedule dictates and your paper and magnetic media assets will be either destroyed or removed to be recycled, depending on their constituent parts.

> Secure shredding

old information may still be sensitive. Choose Restore's secure shredding option and our trained specialists will remove your files and media through an unbroken chain of custody to a secure unit for destruction.

A LIGHTER TREAD

The environment matters – to all of us – and at Restore we take our environmental responsibilities very seriously. In addition to our commitment to recycle as much paper waste as possible, Restore is working with the Carbon Trust (www.carbontrust.co.uk) to help us join the low carbon world.

To date we are working to further our green credentials with a Ten-Point Plan that includes: monitoring and targeting our use of energy; looking at green energy provision; improving light fittings; training and developing staff in reducing energy waste and, finally, creating an Energy Policy to which we can all work. Through these controls and changes we hope to save many tonnes of CO₂ a year from polluting our atmosphere.

WHAT HAPPENS TO RECYCLED MATERIALS?

The recycling process is a cycle within our cycle of services. In fact, you may have printed out a presentation on paper made from one of your old assets! After being compacted into half tonne bales, waste paper is transported to recycling processors such as M-Real and Kimberly-Clarke where it is made into new products such as tissue and printing papers.

A powerful and worthwhile message to give to staff? We think so.

TRUST RESTORE FOR YOUR PEACE OF MIND

- Only trained staff will destroy your old data, safely and securely.
- We only use screened, trained staff to remove information you no longer need for off-site secure shredding.
- There is an audit trail, with signatures at every step and a certificate of destruction where necessary.
- All our recycling and disposal of information conforms to standard BS8470:2006.

