

## SECURE, COST EFFECTIVE & COMPLIANT DOCUMENT SHREDDING

We specialize in secure, cost effective and compliant on-site document shredding and data destruction.



### WHY DATASHRED

- Allows businesses and organizations to be compliant with privacy laws and regulations
- Cost effective method of destruction
- Secure, ensuring all confidential and sensitive information is destroyed properly
- Sensitive to the preservation of our local natural environment. Guarantees 100% recycling of all paper materials as well as secure and eco-friendly disposal of media materials.

### ABOUT DATASHRED

For over 20 years, Datashred Security, a division of Tomlinson Group, has been a leader in secure data shredding and storage.

Locally owned and operated Datashred Security offers secure document destruction and off-site storage for public and private sector businesses and organizations in Ottawa and the surrounding areas. Our staff are knowledgeable and trusted experts who work with clients to provide effective, compliant and secure document destruction and storage solutions.

**GET A  
QUOTE**

613.839.0066

sales@datashredsecurity.com | [www.datashredsecurity.com](http://www.datashredsecurity.com)

## DATASHRED SERVICES

A variety of services to meet clients' needs from one time secure shredding or regularly scheduled shredding to secure document storage services. Clients receive a certificate of destruction as proof that all material has been destroyed.

### One Time Service

- Our state of the art mobile shredding units are dispatched to complete shredding on site at the client's location.
- CCTV cameras are installed to allow clients to view the destruction process and witness the shred.
- We can help with special projects by providing bags or bins for collection and staging of the material before destruction.

### Scheduled Service

- We provide clients with locked consoles throughout the workplace to securely hold discarded sensitive and confidential documentation.
- Secure consoles are the most effective way to keep sensitive information secure until destroyed.
- We offer flexible pick up schedules to match their clients' need and frequency.

## DATASHRED PROCESS

- 1.** An initial assessment is completed by one of our document destruction experts to determine the type and amount of security units (consoles) required as well as the frequency of service best suited to the clients' needs
- 2.** In addition to document shredding, we destroy and properly dispose of media including CDs, DVDs, VHS and cassette tapes, and USB sticks.
- 3.** Our bonded and security cleared document destruction experts will collect all material with a lockable wheeler tub or secure bag which is transported to a secure truck
- 4.** The document shredding is done immediately and CCTV cameras show the entire process ensuring every piece of paper or media is destroyed

*“Datashred's state of the art mobile shredding units have “pierce and tear” technology that result in a cross cut that is compliant up to secret security clearance and endorsed by the RCMP.”*

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