



Highlander International Recycling

Guidance Sheet – Wheeled bin service

How to use the lockable wheeled bin service:

- Place confidential paperwork into the bin through the feeder slot on the bin lid
- Please refrain from putting in ring-binders, poly-pockets, or any other large metal/plastic components (staples and paper-clips are OK)
- The bin will be exchanged for an empty one at each scheduled uplift
- One key has been provided in case access to the bin is required e.g. you put some paperwork in by accident
- Please keep the key in a safe place as there would be an additional charge for a replacement key

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, or are looking to arrange 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!