

# › Confidential destruction of documents and archives

TAKE FULL CONTROL OF YOUR INFORMATION SECURITY

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## Confidential and secure destruction

Whatever the size of your business, Labgroup defines a planning, the type and the quantity of containers required.

The process of destruction of your documents covers all the steps, from the placement of aluminium containers at your premises to the confidential recycling of the shredded paper.

The service includes

- › The placement of sealed containers in your premises, according to your requirements
- › The replacement of containers at adaptable intervals. Transportation by secure, monitored vehicles
- › The sorting, weighing and destruction of documents
- › The recycling of shredded paper
- › The issue of a certificate of destruction



**Every business produces confidential information of various kinds, including financial data, personal files, accounting records, legal documents, tax files and business correspondence. Complete control of document destruction is becoming increasingly important in terms of both the protection of companies' assets, and of their business compliance. The secure destruction of documents is an aspect of information management that is often forgotten.**

Labgroup offers companies a confidential document destruction service while ensuring optimal security. Our services are perfectly suited to businesses that wish to protect their information and their reputation in conformity with legal requirements. Our fully secured process management ensures that your documents remain completely confidential from the moment they are placed in our sealed containers until their destruction. The same holds for the destruction of obsolete archives. A certificate of destruction indicating the nature and weight of the documents is issued after each destruction process.

## Archive Destruction

Labgroup's service also extends to those archives you have stored in our warehouses or on your premises. We can take charge of all your filing cabinets, files, storage boxes, listings, from their transportation to their complete recycling.

### Main benefits of our destruction services:

- > Highly secured processes
- > Adaptable services
- > Professional and qualified staff
- > Confidentiality assured from start to finish
- > Statistical reports and certificates
- > Considerable destruction capacity
- > Level 3 security (documents cannot be reconstituted)
- > Waste recycling

The environment is a key priority at Labgroup and is the reason why we recycle and enhance the value of the waste produced.

Our containers enable you to organise the recycling of your confidential documents in conformity with best practices.

Variety of sealed containers:



## Secure and certified destruction

