

Data shredded is data protected



GDPR replaced local data protection laws in May 2018.



*Shredding supports GDPR compliance

The GDPR is part of the European Commission's plan to modernise and harmonise data protection rules. While the GDPR's main objective is to strengthen online privacy rights, it still addresses paper-based data privacy. It focuses on tackling the ever-increasing challenges towards data protection and privacy, exposure to security breaches, hacking and other unlawful processing.



Why should you buy a paper shredder?

Whether you want to dispose of personal documents at home or client information, ensuring confidentiality is one of the primary motivations for buying a shredder. Shredders protect against identity theft and other fraudulent activity that can be carried out if sensitive data gets into the wrong hands.

Shredding documents can:

- Protect your personal and business confidential data
- Protect the data of your customers and clients
- Help you avoid fines and legal action due to non-compliance with GDPR legislation
- Help you evade a data breach which could result in bad PR and reputation damage



How to choose a shredder

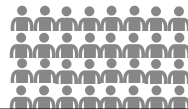
Where will the shredder be located and how many people will use it?



Personal Executive/Home Office:
Up to 2 users



Office:
Up to 20 users



Large Office:
20+ users

What security level should you have?

A higher P rating increases the security level and bin capacity due to smaller shred size. P2 offers basic security for documents without any sensitive information. P3 and P4 are ideal for home use or any corporate environment requiring confidential security. P5 to P7 are ideal for legal, financial, government departments and other high security top secret documents.

Strip Cut P-2 Basic Security



Cuts 1 A4 sheet into approx.
40 pieces

Cross Cut P-3 General Security



Cuts 1 A4 sheet into approx.
200 pieces

Cross Cut P-4 Confidential Security



Cuts 1 A4 sheet into approx.
400 pieces

Micro Cut P-5 High Security



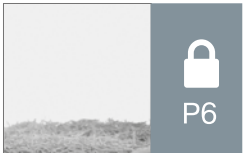
Cuts 1 A4 sheet into approx.
2.000 pieces

Micro Cut P-5+ High Security



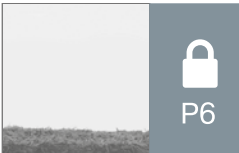
Cuts 1 A4 sheet into approx.
6.000 pieces

Super Micro Cut P-6 Ultra High Security



Cuts 1 A4 sheet into approx.
6.000 pieces

Super Micro Cut P-6+ Ultra High Security



Cuts 1 A4 sheet into approx.
12.000 pieces

Super Fine Micro Cut P-7 Top Secret Security



Cuts 1 A4 sheet into approx.
12.500 pieces

Select paper feed capacity and bin size



A higher sheet capacity
means less time spent
shredding



A larger bin allows more
shredding before emptying
the bin

Additional features



Allows stacks of paper to be
shredded in one go, rather than
being fed manually



Shreds up to a certain number
of sheets at one time



Prevents paper jams,
automatically stops and
reverses when too much
paper is inserted.



Low noise motor for minimum
disturbance in the office or at
home

Questions to ask before buying a paper shredder

What can you shred?

Whilst many assume that shredders only shred paper, many models can take on stapled and paperclipped documents, as well as CDs & credit cards.

What level of security do I need from a shredder?

Shredders are categorised by their security level which is shown as a P-rating; this refers to the number of pieces a document is shredded into. The higher the P-rating the more pieces a document is shredded into and the higher the level of security it provides.

Should I purchase an auto feed or a manual feed paper shredder?

Auto feed shredders

Allow stacks of paper to be shred in one go, rather than having to be fed in individually and are able to take documents with paper clips and shredders. We call this 'hands free' shredding, meaning you can load a stack of paper and walk away.

Manual feed shredders

Require human intervention to feed documents into the machines, however they can still shred a high volume of sheets in one go. Manual feed shredders also use the latest anti-jam technology to ensure seamless uninterrupted shredding when coupled with long run times.

What jam free technology do I need?

Feature	This means...
Anti - Jam	Automatically stops and reverses when too much paper is inserted.
Intelligent Jam Prevention	Continuously checks and indicates if too much paper is being fed into the shredder
Auto reverse	Responds automatically to a jam in the auto feed chamber

Where will my shredder be located?

Not all shredders look the same! Shredders no longer need to be plain black boxes, they are available in different, size, colours, and designs. Today's modern office shredders are available in a variety of styles such as slim line versions as well as high gloss white and black options. In addition to the design choices best suited to the aesthetics of your office a number now feature intuitive touch controls which means they are even easier to use.

How big does the shredder bin need to be?

Pick a shredder bin size based upon sheets stored in the bin rather than bin size alone. Note that the higher the security level means a smaller cut size and increased bin capacity.

How easy is it to maintain a paper shredder?

An easy way to prolong the life of your shredder is to oil your shredder. Always check to see whether your shredder requires oil sheets or liquid oil for maintenance. We have both shredder oil and shredder oil Sheets available in different sizes to ensure you keep your paper shredder in the best condition.

