



Client & Candidate Confidentially

Bucks & Berks Recruitment Plc Install HSM Shredders to Keep Client Information Confidential

Recruitment Agencies and Consultancies by the nature of their work, handle a large quantity of confidential information. As a result, they not only have an obligation to their candidates and client companies but also the law, under the Data Protection Act, to ensure that confidentiality is maintained.

Bucks & Berks Recruitment Plc has five offices in Maidenhead, Marlow, Slough, Windsor and Wokingham. Previously, they had used an outside security contractor to take away, shred and dispose of confidential documents. However, their Financial Director, Peter Hamilton, wanted to bring this operation in-house. Not only would this save cost and space but everyone would have the peace of mind that once a document has been shredded, any security issue ended within the branch.

When Bucks & Berks previously used an external security provider, confidential waste had to be bagged up ready for collection. Peter's concerns stemmed from the security risk, both whilst the documents were in transit and when they were being shredded off-site.

Other factors to be considered included: the need for much form filling, ensuring that the bags were security sealed on-site, general disruption and time wasted when the bags were collected, the precious space the

bags took up within the offices, especially when they were not collected on time, ordering extra bags and finally the potential health and safety issues that go along with lifting and moving the bags of confidential waste, as they can weigh a considerable amount when full.

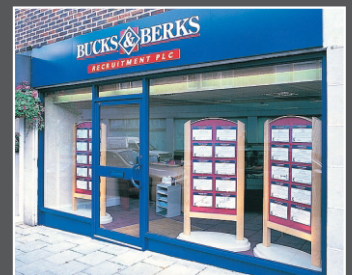
Using the HSM 225.2 cross cut shredders gives much greater confidence. All paperwork, not only those related to the recruitment process, but also invoices and any other sensitive material, is immediately shredded. As the HSM 225.2 machines will easily munch their way through paper clips and staples whole application forms can be shredded in one go. Peter Hamilton commented, "We can simply feed and forget. The system is completely under our control, with all documents being shredded in-house."

The HSM shredders are crosscut machines so the small particles left by the shredding process again take up less room. Peter recommends the use of the manufacturers bags, as these have proved to be strong enough to contain a large quantity of shredded particles, again saving hassle and saving room in each branch.

One of the facilities that sold the Company on the HSM machines was the facility of a free trial. HSM offers this on its medium and larger size machines, allowing the customer to assess a shredder prior to purchase. This can be arranged via most office product dealers and other HSM distributors.

Peter and the other staff at Bucks & Berks are very pleased with their HSM shredders. Commented Peter further: "When any document is finished with, it is immediately shredded and we know it has been destroyed. We would not go back to the previous, external system. Indeed, we even encourage our own employees to bring in any personal documents, to assist them with avoiding identity theft and fraud for themselves, a perk of the job if you like!"

Finally, as always, cost played an important factor. The purchase of five machines, one for each branch, proved cost effective within 12 months when compared to the weekly charge of security bag disposal. An excellent payback.



For further information about HSM shredders, please contact them on 01543 272480, email info@hsmuk.co.uk or see their new website www.hsmuk.co.uk. If you are looking to recruit permanent or temporary office staff throughout the Thames Valley contact Bucks & Berks Recruitment on 01628 896800 or via their website at www.bucksandberks.co.uk

HSM UK Ltd
Attwood Road, Burntwood
Staffordshire. WS7 3GJ

Tel: 01543 272480
Fax: 01543 272080
Email: info@hsmuk.co.uk
Website: www.hsmuk.co.uk

