

# PREMIER I.T. RECYCLING



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## METHOD STATEMENT

**PREMIER I.T. RECYCLING** offers a service to cater for all areas of confidential waste destruction from hard disks to CDs and CCTV surveillance video tapes and the recycling of IT equipment to help business meet the needs of the WEEE Directive. Under the Data Protection Act, the confidential and secure destruction of any data which could identify a living individual is a legal requirement.

### **THE OPERATION**

- **The customer's requirements are ascertained. A collection date is then scheduled. A full Audit Trail is provided, this includes time and date collected, and time and date unloaded in warehouse.**
- **A CRB checked member of staff will arrive at the designated collection point and load the customers items on to our secure vehicle. All vehicles have a satellite tracking system fitted and all members of staff carry Premier Shredding/Premier I.T Recycling ID. Once the redundant equipment has been loaded a Certificate of Clearance and Waste Transfer/Hazardous Waste Note will be issued by the driver.**
- **The equipment is transported to one of our secure depots where it is immediately unloaded and hard drives are processed to make the data irretrievable. The other items are dismantled and prepared for the recycling of metals and plastic etc..**
- **A Certificate of Destruction is raised regarding the hard drives, which is signed by Premier I.T. Recycling supervisor as confirmation that your equipment have been destroyed in the promised manner.**
- **Our premises have CCTV inside the depots showing the processing which is recorded for 31 days and 24 hours CCTV surveillance with on foot security patrols every hour.**