

HOME SHREDDING - 'Nationwide service'

**Keeping your
business
compliant while
you work from
home**



Perrys Recycling & Shredding services, are approved members of 'The Shredding Alliance (TSA)', servicing customers throughout the UK.

It's crucial that we remain committed to data protection within the company in this time of unusual working. Preventing a data breach is still paramount - perhaps even more important now whilst we are all working from home. To help avoid the risk of our data being compromised, we are on standby to collect any confidential waste you produce from your home.



(80cm by 50cm - 15kgs)



STEP 1

Review how much you have, (One archive box worth of paper records, equates to one Perrys security sack).



STEP 2

Review your options, then book your package, which includes postage, collection & shredding.
10x sacks & seal package = £64 + vat
20x sacks & seal package = £108 + vat
30x sacks & seal package = £162 + vat



STEP 3

Once the sacks are filled and sealed, contact us to arrange a collection date, with shredding at a local TSA approved secure data destruction facility. The driver will contact you prior to collection (between 8am - 4pm, & subject to vehicle & ground floor access)



STEP 4

A Certificate of Destruction will be issued for legal compliance.

**Email Customer Care - info@perrys-recycling.co.uk
for more information.**

New Customer Account Form & GDPR Home Shredding Agreement



Rimpton Road, Marston Magna, Somerset. BA22 8DL | Tel 01935 850111 | www.perrys-recycling.co.uk

Section A: Customer Details				Account No.		Agreement No.	
Full name of customer/ data controller:				Email			
Home collection address				Telephone/ Mobile No.			
Company Name				Trading as :			
Company address				Post code			
Company Reg No:		SIC:		Purchase Order:		Expiry:	
Company Contact:	Name:			Tel:			Email:

Section B: Security Shredding Service				
Service Package	Quantity (sacks & security seals)	Off-site Shredding Service	Service Notes	On-site shredding premium option. (Witness shredding at your home)
HOME-SHRED 10	10	Prepaid £64 (£76.80 inc vat)	Sack/seal package posted (National). When the sacks are filled (paper records, books, leaflets, paper clips, staples, paper/card folders, envelopes accepted - please remove plastics folders and wallets) contact us to arrange a door step collection (any spare sacks can be collected at the same time). Material is taken to an approved off-site shredding & recycling facility, then a Certificate of Destruction issued afterwards.	Prepaid £115 (£138.00 inc vat)
HOME-SHRED 20	20	Prepaid £108 (£129.60 inc vat)		Prepaid £159 (£179.00 inc vat)
HOME SHRED 30	30	Prepaid £162 (£194.40 inc vat)		Prepaid £213 (£255.60 inc vat)

Additional Notes:

Section C: Collection Policy

The collection of confidential paper records shall comply with our standard terms & conditions. The customer to make contact via phone Tel. 01935 850111 or email collections@perrys-recycling.co.uk. We will confirm the date and approximate time window of collection, please ensure all the full sacks are securely sealed, empty sacks can be collected at the same time although no refunds available, as this is a packaged collection service. Please make sure sacks are ready for collection from the door step or garage. Please also be aware of force majeure that events outside our control may affect to collection of your material. Should this be the case we will contact you and arrange alternative arrangements. Perrys Recycling are not liable to the customer as a result of any delay or failure to perform its obligations under this contract as a result of a Force Majeure Event.

Assignment & subcontracting – Perrys Recycling may assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights under the Contract and may subcontract or delegate in any manner any or all of its obligations under the Contract to Perrys Recycling Ltd, Evergreen Shredding or an approved TSA (The Shredding Alliance) third party or agent, for the collection & shredding of material nationwide. Subject to compliance with GDPR & Data Protection Act, and BSEN15713 information destruction standards.

Safety Guidance - Please ensure that when approved & vetted drivers are attending your site there are no obstructions for vehicle/ driver access & parking close by (within 30m). Customers are asked to place secure sacks in a suitable ground floor collection point when full. Please inform Perrys Recycling of any access restrictions, i.e.: safe parking location, and preferred collection window (am/pm) in the notes below. Risk assessment – sacks are around 10-15kgs with security seal attached, ensure you bend you knees when lifting, and do not over exert yourself. If you require assistance please make note. All sacks should be securely stored until the time of collection and stored away from any heat source as this could be a potential fire hazard. Please do not over fill the sacks and ensure the security tags are attached. **Covid19 Safety – Drivers will also adhere to social distancing and have appropriated PPE – gloves, masks and hand sanitation as required.**

This Agreement confirms your acceptance of our terms and conditions & GDPR compliance for the security shredding services .			
Please see our privacy notice			
Person authorised to sign on behalf of Customer		Person authorised to sign on behalf of Perrys Recycling	
Signed:		Signed:	
Print name:		Print name:	
Position:		Position:	
Date:		Date:	
For office use only			
Call customer - payment cleared		Name:	Date:
If PO - Credit safe check number		Name:	Date:
Account authorised:	Account no:	Signature:	Date:

Perrys Recycling Limited. Registered in England and Wales. Company number 01195655

Registered office: Rimpton Road, Marston Magna, Yeovil. Somerset. BA22 8DL