

# SENSIBLE STEPS FOR GDPR

with **Fellowes**  
Brands.

Get Ready for GDPR with Fellowes



**SHRED**

DATA EFFICIENTLY  
AND COMPLETELY



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# Why Shred?

Identity fraud is a risk to all of us simply because we deal with so many pieces of information on a daily basis. The 25th of May 2018 sees the GDPR come in to force.

This will impact every company that holds personal data. It's crucial for organisations to take care of confidential information to comply with this legislation.



## Why shred?

Despite increasing awareness data breaches are still a frequent occurrence, the introduction of GDPR will see significant fines enforced on those who have not shown they have taken appropriate measures.

## What to shred?

The best ways to keep your identity safe is to shred all potentially sensitive information before you put it in the bin.

- Paper documents
- Expired credit cards
- CD/DVDs
- Bank statements
- Financial reports
- Medical information
- Legal documents
- Signed documents



# What is the GDPR?



## What is UK and EU Data Protection?

In the EU, personal data can only be collected under strict conditions for legitimate purposes only. Those who collect and manage personal information must protect it from misuse and must respect data protection law.

## What is GDPR?

The General Data Protection Regulation ("GDPR") is a comprehensive upgrade of data protection laws across the EU. It applies to the handling of personal data.

## What is Personal data?

Personal data is data relating to a living individual who can be identified from that data. Personal data can include names, addresses, National Insurance (social security) numbers and CCTV of individuals. It is anything which could identify a living individual. Personal data can be in electronic or hard copy form.



**When does GDPR come into effect?**  
GDPR goes live on 25th May 2018

## What does GDPR say?

Personal data must be processed in a manner that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## 6 principles of Data Protection

These six principles should be the core of any data protection strategy. Data shall be :

1. Processed lawfully, fairly and in a transparent way.
2. Collected for specified, explicit and legitimate purposes and not be subsequently processed in a way that goes against those initial purposes.
3. Adequate, relevant and limited to what is necessary.
4. Accurate and up to date; inaccuracies should be processed, erased or rectified without delay.
5. Kept for no longer than is necessary.
6. Processed securely

## Consent

Consent gets tougher under GDPR. There are no opt-outs or silence permitted – an active process is required to give consent. There is also a requirement to demonstrate that consent has been given. For example an active process as box-ticking will have to be put in place.



## Right to be forgotten

Gives the individual the right to have his personal data erased "without undue delay"

## SAR's – Subject Access Requests

The Subject Access Request is a process whereby someone can exercise their right to gain access to data held on them. This must be answered within one month of receipt of the request.

## Data breaches

When do you have to report data breaches? You might have to tell a regulator about most breaches within 72 hours. You might also have to inform affected individuals too.

## What is a data breach?

A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.



**PENALTIES:** What kind of fines can organisations face for breaching the rules?  
**Maximum penalty is € 20 million or 4% of global turnover, whichever is higher**

# GDPR Compliance

This table explains some of the key provisions of GDPR and how Fellowes can help with its range of high quality shredders.

Compliance Area	EU GDPR Provision
<b>Security</b> Articles 5(1)(f) and 32	Personal data must be kept secure. This includes implementing protections against unauthorized or unlawful processing of personal data.
<b>Data protection principles</b> Article 5(1)  <b>The 6 data protection principles</b>	<ol style="list-style-type: none"> <li>1. Lawfulness, fairness and transparency - Processed lawfully, fairly and in a transparent way</li> <li>2. Purpose of limitation - Collected for specified, explicit and legitimate purposes and not be subsequently processed in a way that goes against those initial purposes</li> <li>3. Data minimization - Adequate, relevant and limited to what is necessary</li> <li>4. Accuracy - Inaccuracies should be processed, erased or rectified without delay</li> <li>5. Storage limitation - Kept for no longer than is necessary</li> <li>6. Integrity and confidentiality - Processed securely</li> </ol>
<b>Accountability</b> Article 5(2)	You need to be able to demonstrate that you have complied with the above principles.
<b>Lawfulness of processing</b> Article 6	The processing shall only be lawful if one of a limited number of specific exemptions applies – for example the data subject has given consent "to the processing of his or her personal data for one or more specific purposes"
<b>Rights of access by individuals</b> Article 15	Individuals have enhanced rights to access the personal data a company holds about them. Companies normally need to respond within one month
<b>Archival materials</b> Articles 5(1) e and 89	Personal data may be stored for longer where it will be used solely for archiving purposes in the public interest, scientific or historical research or statistics, provided appropriate protections are in place.
<b>Data protection by design and by default</b> Article 25 and 25(2)	Data controllers need to implement technical and organisational measures, in particular those that ensure by default personal data are not made accessible without the individual's intervention.
<b>Outsourcing</b> Chapter IV	Enhanced obligations on data controllers to supervise the third parties they engage.
<b>Audit</b> Chapter VI	Facilitate demonstrating compliance in case of a GDPR audit



## Shredders

Fellowes shredders securely destroy paper documents ensuring that hard copy data which is no longer required cannot be read anymore. Paper documents are instantly destroyed and nobody else has access to do them anymore.

3. If you don't need personal data, or are holding more information than you need to about individuals, securely destroy this by shredding redundant or excessive records.
4. If you know a record is inaccurate, securely shred it to minimise the risk of further inaccuracies, mistakes or negative consequences for the person it relates to.
5. If you no longer need personal data, securely destroy this by shredding redundant records.
6. By implementing a robust document retention process, which includes shredding of records that are no longer required, in the unfortunate event of a personal data breach, the potential impact would be less than if those additional redundant documents had also been affected.

Let Fellowes support your internal policies and processes with secure document destruction by shredding.

## Have you got a solution in place to destroy data after you don't need it anymore?

### Solution:

**Making shredding a part of the document retention policy helps to minimise the risk of a data breach.**

- Securely destroy hard copy data which is no longer required.
- Shredded documents are securely destroyed and can't be read again.
- Make note of when paper documents need to be shredded.
- Create a schedule for cleaning up documents containing personal data.

### When selecting a shredder, consider the following:

- Where will the shredder be used?
- How many people will use it?
- For how long will the shredder be in use each day?
- What security level is required?
- Would you prefer auto feed or manual feed?
- What other features would you like?

### Shredder Selector

Use the online shredder selector tool to determine the best shredder for your needs.



# Choosing the right shredder

Fellowes has made selecting the right model easy; according to run time, where the shredder will be used and security level. Consider the following when selecting the most appropriate shredder for your needs:

Designed for multiple users and shared workspaces, such as printing/copy areas and open plan offices.

Designed for 1-3 or 3-5 users at the deskside or in the small office.

Designed for individual users in the office or home environment.



**5+ USERS**



**UP TO 5 USERS**



**1 USER**

How long the shredder can be used for in a single session



Usage Level



**HEAVY**



**MEDIUM TO HEAVY**



**LIGHT TO MEDIUM**

## Features

Which of the following features are required?



Eliminates paper jams AND powers through tough jobs



Blocks jams before they start



Automatically stops and reverses if a paper jam occurs



Superior security and greater peace of mind for highly confidential documents



Stops shredding when hands touch the paper opening



Disables shredder for added safety



Ultra-quiet performance for shared workspaces



Reduces in-use energy consumption and powers down after periods of inactivity



Powers down the machine after 2 minutes of inactivity



Lubricates the cutters automatically to enhance performance and extend shredder life



Ideal for high volume shredding. The shredder is always ready for operation



Allows the user to lock the shredder to prevent access to documents when shredding



# The Fellowes AutoMax™ Difference

AutoMax™ shredders offer a truly walk away shredding experience, automatically shredding stacks of paper at the push of a button. We've eliminated the limitations that were once tolerated with other auto feed shredders in the market by using patented AccuFeed™ Technology. Now you can shred common stacks of paper as they are – no pulling out staples, paper clips, or even smoothing wrinkled papers. Simply load the tray, press play and walk away with confidence. While AutoMax™ shreds, you get back to business.

## The Best of Both Worlds

Shred a lot or a little with ease. AutoMax™ shredders feature the best of both worlds with auto feed and manual feed built into the same machine. Now that's convenience.



LOAD TRAY



PRESS PLAY



WALK AWAY



Load Tray and Walk Away



Manual for quick shredding

# Engineering

## A Superior Auto Feed Solution

Fellowes AutoMax™ machines provide fast, automatic shredding with a "walk away" promise. What makes AutoMax™ shredders truly walk away is their proprietary AccuFeed™ System, which shreds common stacks of paper, including glossy paper, stapled or paper clipped paper, double sided colour printed paper and even crumpled paper.

AutoMax™ shredders are the most accurate auto feed shredders on the market, giving you peace of mind that your confidential information will be destroyed.



# AutoMax™ Shredders

Experience what an auto feed shredder should be, **hands free and hassle free**



**AccuFeed™**  
Provides fast automatic shredding



**Auto Reverse**  
Stops and reverses paper if a jam occurs



**SmartLock™**  
4-digit SmartLock™ keeps documents secure during shredding cycle  
*(350C and 550C Only)*



**SilentShred™**  
Offers ultra-quiet performance for shared workspaces



**Sleep Mode**  
Shuts down the shredder after 2 minutes of inactivity



**Touch Screen**  
Innovative touch screen technology with back-lit LEDs

AutoMax™ 550C

**£80/€80**  
High Street Vouchers  
AutoMax™ 550C

AutoMax™ 350C

**£50/€50**  
High Street Vouchers  
AutoMax™ 350C



**Micro Shred**  
Ultimate protection with shreds 6x - 10x smaller than standard cross-cut  
*(200M Only)*



AutoMax™ 130C

AutoMax™ 200C

AutoMax™ 200M



Model	Sheet Capacity (70gsm)	Cut Type	Cut Size	Bin Capacity	Run Time	Also Shreds
550C	550 (14 manual)	Cross-Cut	4 x 38mm (DIN-P-4)	83L	Continuous	
350C	350 (12 manual)	Cross-Cut	4 x 38mm (DIN-P-4)	68L	45 mins	
200M	200 (10 manual)	Micro-Cut	2 x 14mm (DIN-P-5)	32L	12 mins	
200C	200 (10 manual)	Cross-Cut	4 x 38mm (DIN-P-4)	32L	12 mins	
130C	130 (8 manual)	Cross-Cut	4 x 38mm (DIN-P-4)	32L	10 mins	

# Commercial Shredders

Our commercial grade shredders are ideal for larger office environments with multiple users, feature continuous run times for nonstop shredding and are engineered for heavy use. Each one of Fellowes® commercial shredders below features our proprietary 100% Jam Proof System, SafeSense® Technology and an Energy Savings System.



Powershred® 425Ci

Powershred® 225Ci

Powershred® 325Ci

Powershred® 225Mi

**£90/€100**  
Cash Back

**£100/€100**  
High Street Vouchers

**£80/€80**  
High Street Vouchers

**£45/€60**  
Cash Back



Model	Sheet Capacity (70gsm)	Cut Type	Cut Size	Bin Capacity	Run Time	Also Shreds
425Ci	30-32	Cross-Cut	4 x 30mm (DIN-P-4)	114L	Continuous	
325Ci	22-24	Cross-Cut	4 x 38mm (DIN-P-4)	83L	Continuous	
225Mi	16	Micro-Cut	2 x 12mm (DIN-P-5)	60L	Continuous	
225Ci	22-24	Cross-Cut	4 x 38mm (DIN-P-4)	60L	Continuous	

# Small Office/Home Office Shredders

High performance professional and desktop shredders which stand up to the demands of medium/heavy use and ensure productive, disruption free shredding in a stylish design.



(excludes 450M)

(excludes 99Ms & 450M)

(99Ms & 46Ms only)

(46Ms only)

Powershred® 99Ms



Powershred® 99Ci

Powershred® 46Ms

Powershred® 450M

Powershred® 79Ci

Model	Sheet Capacity (70gsm)	Cut Type	Cut Size	Bin Capacity	Run Time	Also Shreds
99Ci	18	Cross-Cut	4 x 38mm (DIN-P-4)	34L	30 mins	
46Ms	12	Micro-Cut	2 x 14mm (DIN-P-5)	30L	15 mins	
79Ci	16	Cross-Cut	4 x 38mm (DIN-P-4)	23L	20 mins	
99Ms	14	Micro-Cut	2 x 14mm (DIN-P-5)	34L	20 mins	
450M	9	Micro-Cut	2 x 12mm (DIN-P-5)	22L	10 mins	

# Personal/Deskside Shredders

From private letters to bank statements, our selection of home and personal shredders keep your personal information out of the hands of identity thieves. These compact shredders are designed for light to moderate use.



(excludes 62Mc)



(63Cb only)



(63Cb only)



(62Mc only)



(62Mc only)



Powershred® 63cb



Powershred® 62Mc



Powershred® 60Cs

Model	Sheet Capacity (70gsm)	Cut Type	Cut Size	Bin Capacity	Run Time	Also Shreds
63Cb	10	Cross-Cut	4 x 50mm (DIN-P-3)	19L	8 mins	
62Mc	10	Micro-Cut	3 x 10mm (DIN-P-4)	19L	7 mins	
60Cs	10	Cross-Cut	4 x 40mm (DIN-P-4)	22L	6 mins	

All promotions available 1st April to 30th June 2018.

To claim your high street vouchers, visit [www.fellowesrewardsplus.co.uk/vouchershop](http://www.fellowesrewardsplus.co.uk/vouchershop)

To claim your cash back, visit [www.fellowes-promotion.com](http://www.fellowes-promotion.com)

Promotions are brought to you by Fellowes, full terms and conditions apply, please contact Fellowes for details or visit the above websites. By making a purchase in accordance with this promotion you agree to be bound by these terms and conditions. Fellowes reserves the right to alter, amend or cancel this promotion.



# High-Security Shredders

A range of performance focused German manufactured shredders for extremely confidential paper waste and high security requirements in specialist segments.



Helps prevent paper jams by indicating sheet capacity levels during the shredding process  
*(excludes 1050HS)*



Electronically controlled shield stops shredder when opened for advanced safety

Fortishred™  
3250HS & 3250SMC



Automatically shuts off after 30 minutes of inactivity for zero energy consumption



Ideal for high volume shredding. The shredder is always ready for operation



Fortishred™ 1050HS

Model	Sheet Capacity (70gsm)	Cut Type	Cut Size	Bin Capacity	Run Time
3250HS	5-7	High Security	0.8 x 5mm (DIN P-7)	100L	Continuous
3250SMC	8-10	Super Micro-Cut	0.8 x 12mm (DIN P-6)	100L	Continuous
1050HS	4	High Security	0.8 x 5mm (DIN P-7)	35L	Continuous

## Shredders Accessories

The necessities for shredded waste management and optimum shredder performance. We recommend that you oil your cross-cut shredder each time you empty your bin.

### Bags

Approx capacity	Qty
up to 30 litres	100
30-35 litres	100
50-75 litres	50
80-85 litres	50
110-130 litres (425 / 485 series)	50
150-160 litres	50
60-75 litres (AutoMax™ 300CL / 500CL)	50

### Oil

Description	Size
Shredder Oil	355ml
Shredder Oil in PDU	120ml
Shredder Oil for 1050HS, 3250SMC, 3250HS	200ml



# Fellowes Products

## Products to help you get compliant with GDPR for your paper documents

Let Fellowes support your internal data policies and processes:

### 1 Shredders

- Securely destroys hard copy data which is no longer required
- Shredded documents are securely destroyed and can't be read again
- Making shredders a part of your document policy helps you minimize the risk during a data breach. Redundant documents should have already been destroyed, following the policy.



### 2 Bankers Box® Archive and Storage Products

- The transfer and archive boxes have clear labelling areas so you can easily find your information, when people ask to view their personal data.
- Keep your archives in order with a clearly labelled and well-organized system of Bankers Box products as part of your document policy.
- The boxes enable you to securely transport your documents between locations.

### 3 Privacy Filters

- Help prevent the risk of data breaches by visual hacking on your employees screens
- Keep your on-screen sensitive information out of sight
- Provide security and peace of mind for your business



# GDPR Check List

The European Union (EU) has changed its data protection rules. The changes are now law and they will go live across the EU on 25 May 2018. These new rules are called the General Data Protection Regulation (GDPR) and apply across the board from public authorities to small and medium-sized businesses.

## What we need to do

The GDPR is a long document but here are some things we'll need to do:

- 1** Make sure we only process data fairly and lawfully.
- 2** Make sure we tell people properly when we collect their personal data and get their consent.
- 3** Make sure we only hold data which we need.
- 4** Keep the data we hold accurate and up-to date.
- 5** Keep data secure.
- 6** Respect people's right to opt out at any time.
- 7** Do data protection impact assessments when doing something new.
- 8** Make sure we're ready to deal with the new rights created by GDPR – like the rights for people to see the data we hold on them, to move it, to correct it and to have it deleted.
- 9** Make sure we destroy data when we don't need it any more – and that we do this securely.
- 10** Make sure we only share data with people we trust – and even then have a proper written agreement in place.
- 11** Deal with problems like potential data breaches quickly.
- 12** Remember: GDPR applies to hard copies and electronic data.

Let your data protection officer (or CEO if you don't have one) know as soon as possible if you think there's been a data breach – this applies if its electronic data (like the email system) or manual data (like papers in a filing cabinet).

## Bigger penalties

Remember there are bigger penalties under the new rules. From 2018 for some infringements a maximum fine of €20 million or 4% of the global annual turnover of a business (whichever is the greater) can be imposed, with likely higher reputational damage resulting too. This is the big stick for data protection compliance, but, getting it right will avoid major headaches.

Literature code 361535