



## Case Study: IT@Spectrum

# Data Protection Solutions

**IT@Spectrum is an award-winning information management and print technology business based in Hull. They have been helping companies in Humberside, Yorkshire and the North East make significant savings in time and money by implementing automated business management and print processes for over 30 years.**

Formerly based in offices near the centre of Hull, IT@Spectrum already had an HSM Classic 225.2 shredder which had reliably been providing all their shredding needs at security level P-4 for over 10 years. Due to their continued success and growth, in 2017 the company moved into The View, their new landmark office building overlooking the iconic Humber Bridge.

As part of this move they were joined in the building by their sister company The One Point, who are a mobile communications solutions provider. The move allowed their customers to use on-site meeting, showroom & training facilities. In the first year they had over 2,300 visitors to the building. This, combined with the upcoming GDPR regulations, presented Operations Director Rob Cavill with a number of issues around the security of their documents in use throughout the building.

### The Facts

Having already entrusted HSM in the past, IT@Spectrum had GDPR in mind when asking them to help provide an appropriate solution, to help with the security of documents in their new building.

### The Solution

Rob managed the overall office move and addressed these issues by implementing two key policies as soon as they occupied the new building.

Firstly, in order to keep the showroom tidy and to prevent any confidential documents being left unattended, they implemented a clean desk policy across the whole building. Secondly, they did not equip the new office with wastepaper bins and executed a "shred all" policy. This meant that any piece of paper which would have been put into a wastepaper bin to shred later, was now shredded immediately when it was no longer required.

With an open plan layout, Rob moved their existing HSM 225.2 shredder to the service floor and purchased a new HSM SECURIO P36i shredder. The new shredder was installed in the middle of the sales and management floor. Rob chose security level P-4. With the help of





HSM's data protection experts, he was able to understand that this cut size gave a combination of good security when the paper was shredded. It also allowed a high level of sheet capacity so that shredding was also quick and easy for his employees.

### The Result

IT@Spectrum and The One Point have been in their new offices for just over a year and have ensured it is well kept. Their staff also understand the importance of disposing of all unwanted documents in a timely manner, since the new shredder was installed. With the central location of the shredders on both floors, staff now dispose of waste paper, as soon as it is no longer required on a little and often basis. This ensures all documents containing personal or company confidential information are immediately rendered securely.

This policy ensures IT@Spectrum are data protection compliant as they have adopted a 'shred all' strategy across their workforce. They also have peace of mind knowing that HSM shredders are made to last, just like the HSM Classic 225.2 shredder which they had installed over 10 years ago.



**"Since the installation of the new HSM shredder, we are confident that personal, sensitive and confidential documents are being destroyed securely and safely onsite – in compliance with the new GDPR!"**

Rob Cavill, Operations Director IT@Spectrum Limited, UK

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