

The NAID[®] Certification Program

DEFINITIONS

The following are definitions of words or terms used in regard to the NAID Certification Program.

ACCESS INDIVIDUALS – Individuals who have access to, or who can grant or authorize access to the Confidential Customer Media to be destroyed at the Company’s location, including but not limited to 1) employees, 2) agents of “sub-contractors” as defined herein, or 3) others providing any type of services to the applicant company that allows access to any area in which Confidential Customer Media is accessible. For NAID Certification, Access Individuals also include officers, directors, owners, partners of the company or other individuals who have access to, can grant access to, or authorize access to the Confidential Customer Media to be destroyed at the Applicant Company’s location.

ACCESS NON-EMPLOYEES – Access Individuals who are not employees. This subset of Access Individuals is distinctly identified because of background screening requirements that apply to this category.

BRANCH/LOCATION – Any facility or place operated by a Company where 1) Confidential Customer Media is destroyed; or 2) stand-alone support is provided for Mobile Operations.

BIN TIP –The process of servicing a collection bin or exchanging bins containing Confidential Customer Media to be destroyed.

COLLECTION FACILITY – A facility separate from a secure destruction facility where Confidential Customer Media is stored exactly as accepted from a customer, with no further modification of packaging and no access or processing by staff after collection. Confidential Customer Media for destruction may not be stored for a period longer than 3 business days before being transferred to a secure destruction facility.

If Confidential Customer Media is stored in a facility longer than three business days, the facility is classified as a Transfer Processing Station (*see definition and application criteria for details*).

In the event that the Company location maintains its own commercial records storage center, and stores/stages Confidential Customer Media generated for destruction from that facility exclusively, the facility is NOT considered a Collection Facility. However, if a records storage center is also used to store Confidential Customer Media on an intermediary basis while in transit from customer location to a separate destruction facility, it is then classified as a Collection Facility.

A Collection Facility must meet all program Operational Security requirements (*see section 2 in the criteria*) as a destruction facility with the exception of a CCTV monitoring and recording system.

CONFIDENTIALITY AGREEMENT – An Agreement in which all Access Individuals acknowledge they will keep any customer media and information secure and confidential. A Confidentiality Agreement having concepts substantially similar to the sample document available to all NAID members must be signed by all Access Individuals and Non-Access Employees, and the Agreement must be kept on file by the Company. Where it is not practical to have such an Agreement directly with an individual, a letter from the Subcontractor, verifying that such an Agreement has been executed by any of their agents who would be provided as an Access Individual, would be acceptable.

CONFIDENTIAL CUSTOMER MEDIA – Documents, papers, records, or other media received by the Company from customers for destruction.

CONVENTIONAL COMPUTER HARD DRIVES – Standard, conventional PC hard drives; this does NOT include micro chips, micro processors or storage devices typically found in PDAs, cell phones, or USB storage devices.

EMPLOYMENT HISTORY VERIFICATION – A verification of all prior employment held by an employee of the Company over the past 7 years; the verification may be conducted by whatever means best suit the Company (i.e., in-house or third-party).

MEDIA – Any form of confidential or protected information-containing mediums to be destroyed, including but not limited to paper, microfilm, microfiche, X-rays, ID badges, credit/debit cards, computer hard drives, magnetic or digital tapes, disks or cartridges.

MICRO MEDIA - Microfiche and Microfilm only; this does NOT include CD's, DVD's, x-rays, cassette tapes, nor any data recording and storage device.

MOBILE OPERATION – Secure destruction activities carried out using mobile commercial-grade destruction equipment that destroys Confidential Customer Media within an enclosed and securable vehicle (truck or trailer) at the customer's site.

NAID Certification, Certified, Certification, AAA Certification, Certification Program, Program - words used interchangeably throughout the NAID Certification Program information referring to NAID Certification or to identify a facility or company that meets all NAID standards regarding security and other operational characteristics.

NON-ACCESS EMPLOYEES – Employees of the Company who are restricted from access to secure destruction areas and other areas where Confidential Customer Media is accessible or who have not been through, or cannot be fully vetted for the NAID Certification employee screening requirements. These employees must be accompanied, supervised, or escorted by an Access Employee at all times when in presence of Confidential Customer Media to be destroyed. Also see Visitors.

NON-CITIZEN EMPLOYEES – Employees who are not citizens of the country in which the Company location is operated.

PAPER OR PRINTED MEDIA – Information printed on paper or other material that can be read by the naked eye without the assistance of a special device, such as documents, ID badges, credit/debit cards and photos.

PLANT-BASED OPERATION – Secure destruction activities carried out using fixed-location, plant-based commercial-grade destruction equipment that conducts the entire process, including the staging, destruction, baling and storage of destroyed materials, within a secure building environment.

PURGE – An information destruction project that is defined by the service provider and client as an inordinately large amount of Confidential Customer Media to be destroyed.

SUBCONTRACTOR - Any entity the Company uses to provide services that are an integral part of the Company's destruction service program and whose employees or agents have access to Confidential Customer Media to be destroyed. Examples include providers of temporary staffing, transportation, etc. *Use of another destruction company for remote locations, projects or other special circumstances must be represented to the Company's clients as NOT NAID-Certified, unless such company is currently NAID Certified for the work being performed - these destruction companies do not need to be submitted as Subcontractors.*

TRANSFER PROCESSING STATION – A facility without destruction capability, and where Confidential Customer Media destined for a destruction facility are batched, sorted, cleaned or repackaged within the facility; or a facility where Confidential Customer Media is stored for more than three business days while in route to a destruction facility.

A Transfer Processing Station must meet all the same program Operational Security requirements as a destruction facility (*see Application criteria requirements*).

VISITORS - All individuals who may enter the secure destruction area/facility or enter an area/facility with Confidential Customer Media for destruction and who are 1) not employed by the Company, 2) working as (or for) an independent contractor for the Company, 3) otherwise providing services for compensation to the Company, &/or 4) employees from another division or Company location who have not met all of the NAID Certification Employee Screening requirements and are not wearing a Photo ID badge, are considered Visitors. All Visitors must sign in a Visitor log maintained by the Company, be provided a Visitor badge and be escorted or under the supervision of an Access Individual at all times while in the secure destruction building or area with Confidential Customer Media for destruction. This includes, but is not limited to, current or prospective clients, service providers such as vending machine distributors, mechanics or technicians, or employees as noted above