



Cleardata UK Ltd

Carbon footprint report

Year 3

June 23 – May 24



Commit



Measure



Reduce



Engage





Step one.

Commitment





Company Overview

Cleardata UK Ltd is a Private Limited Company, company number 06892060 registered in England & Wales with a registered address of Innovation House, Coniston Court, Riverside Business Park, Blyth NE24 4RP.

Year – 2023-24

Industry – Digitisation, Document storage, Data Processing, Hosting and Related Activities

No of staff - 267 averaged over the reporting period including Directors

Accreditations – ISO 9001, ISO 27001, ISO 22301, BS 10012, BS 10008 and BS EN 15713

Cleardata is a leading document management company, offering high volume document scanning, archive storage, data capture, mailroom operations, and automated document processing services throughout the UK.

We are an innovative team, providing UK businesses with ideas, services and solutions to help make some real efficiencies.

Reducing overheads, automating manual processes, saving time, protecting information and assisting companies in making the seamless transition to the paperless office is part of our daily routine.

Cleardata recognises that both business and environmental sustainability will play a key role within our business foundations and values and has developed the following net-zero strategy.





Introduction

The following document provides the Cleardata full greenhouse gas (GHG) emissions inventory for the 2023/24 Financial Year. Cleardata's reporting processes and emissions classifications are consistent with international protocols and standards. This report has been prepared in accordance with the International Standards Organisation standard ISO 14064-1:2018, the Greenhouse Gas Protocol and Environmental Reporting Guidelines.

Purpose

Cleardata's intent is to demonstrate best practice with respect to consistency, comparability and completeness in the accounting of greenhouse gas emissions.

This report:

- Relates to emissions for the Cleardata's operations and uses the operational control methodology.
- Has been prepared in accordance with the requirements of the ISO 14064-1: 2018 standard.
- Endeavors to use primary data wherever possible, especially surrounding all major emissions sources. Where primary data is not available, a consistent and conservative approach to calculation will be applied utilizing robust industry standards.

Persons Responsible

The provided GHG Inventory and Report has been prepared by our sustainability consultants, Sustainable Business Services, in partnership Cleardata's Management team.

Overall responsibility lies with David Bryce, CEO.

Responsibility for the preparation of the report and inventory:

- James Staniforth, Founder - Sustainable Business Services
- Sarah Murray – Director of Governance, Compliance and Data Protection Officer
- Amy Wilson - Administrative Assistant



Our Climate Commitment – UNFCC Race to Zero

Our company recognises that climate change poses a threat to the economy, nature and society-at-large, our company commits to act immediately in a full and lasting commitment by;

1. For our company to achieve Net Zero in line with the Science Based targets set out by the UNFCCC i.e., to achieve Net Zero no later than 2050 and target a 50% reduction in emissions by 2030.
2. To set realistic short- and long-term targets
3. To maintain and report the total GHG emissions of our business regularly

In doing so, we are proud to be recognised by the United Nations Race to Zero campaign, and join governments, businesses, cities, regions, and universities around the world that share the same mission.

We acknowledge that our commitment will be reported on the SME Climate Hub [website](#). Cleardata made its pledge to the Race to Zero on 31/03/2023

	Year
Pledge to be Net-Zero	2050
50% Emissions Reduction	2030



Net-Zero Strategy

In determining our carbon reduction plan, we follow the Greenhouse Gas (GHG) Management Hierarchy set out by the Institute of Environmental Management and Assessment (IEMA). Cleardata is committed to prioritising the elimination, substitution, and reduction of carbon in advance of any offsetting commitments.



Completed Carbon Reduction Initiatives

Cleardata have implemented the following measures to date to drive our net-zero strategy;

- Sites: Breeam Good (Chester), Breeam Excellent (Wrexham)
- Solar PV used at our North East office
- Optimise our logistics to reduce emissions and took delivery of our first electric car
- 100% waste diverted from landfill (a total of 254.56 tonnes)
- Sustainability Consultant employed to track, report and work with Cleardata on our net-zero ambition
- Carbon Champion Training



Step two.

Measure





**Total Greenhouse Gas
emissions 528 tCo₂e**

Intensity Metrics



Per Employee

This Period

1.98 tonnes/co₂e

Benchmark

52.34 % ↑ 1.3 tonnes/co₂e



Per £1000 Turnover

This Period

0.05 tonnes/co₂e

Benchmark

31.29 % ↑ 0.04 tonnes/co₂e



Per m² Office Space

This Period

0.01 tonnes/co₂e

Benchmark

93.69 % ↑ 0 tonnes/co₂e

Reporting Year: June 23 – May 2024

- Cleardata emitted 528 tCO₂e (tonnes of carbon dioxide equivalent) across scope 1, 2 and some 3 and reported using the operational control methodology.
- This can be presented as an intensity indicator of 1.98 tCO₂e per total full-time equivalent employee (FTE) or 0.005 tCO₂e per £1,000 turnover.
- The recorded increases are a result of reporting all appropriate Scope 3 categories, including Cat 1 Purchased Goods and Services from this year.



Energy & Fuels

9.46%  


■ Electricity (Market)

■ Gas

■ Other

Total

tonnes CO₂e

32

14

0

46

Total

56 tonnes CO₂e

Green Electricity

25.77%

Non Grid Electricity

1%

Green Gas

0%

Transmission &
Distribution

4 tonnes
CO₂e

From Benchmark

↓ 10.4 % 50

Total – onsite generation

Category

% Change

PV 100%

Fuels Liquid

0

Wind 0%

Fuels Gaseous

0

Bio 0%

Bio

0

Other 0%

Fugitive Emissions

0

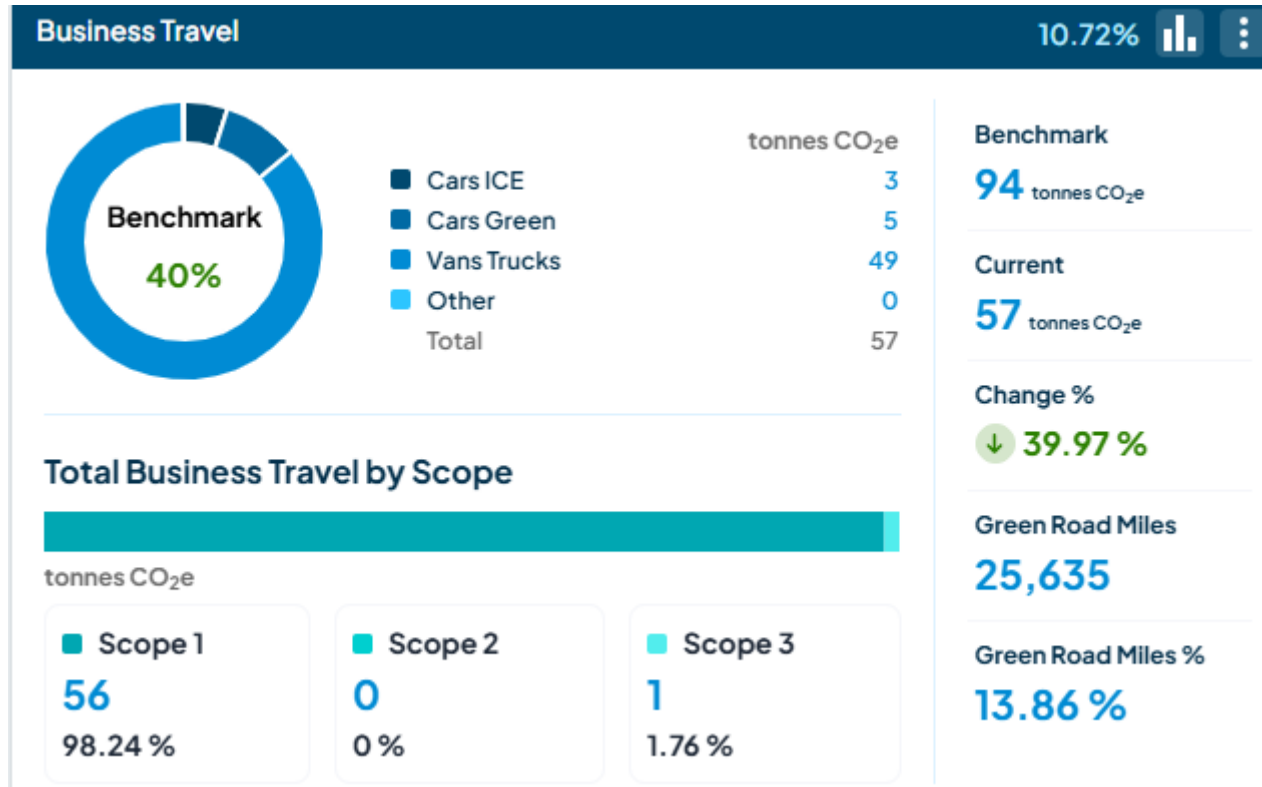
Cleardata operates from 3 offices in Northeast England Cheshire and Wales, alongside national homeworking . Cleardata uses 100% renewable electricity at two sites, non renewable at three offices with Solar PV generation at one of our Northeast sites.

We have [Bream Good](#) (Chester) and [Bream Excellent](#) (Wrexham) sites.

Electricity and gas emission were calculated using actual invoice data and meter reads.

We have included homeworking emissions using the BEIS emissions.

Location based electricity emissions would be 43 tCO₂e.



Total Business Travel by Scope

tonnes CO₂e

Scope 1

56

98.24 %

Scope 2

0

0 %

Scope 3

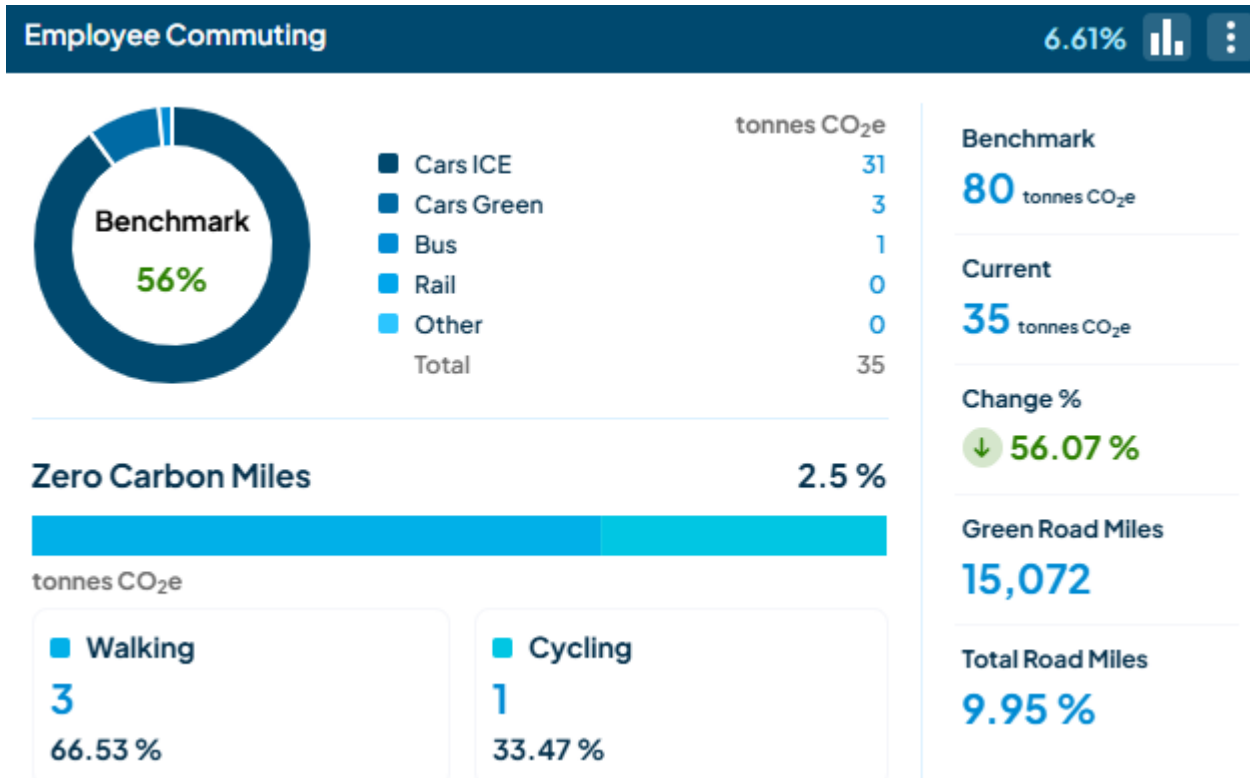
1

1.76 %

Cleardata business travel is > 10.72% of recorded emissions for this reporting period and essential to deliver services to clients.

Mileage was recorded from our internal finance systems using monthly business mileage usage for cars and vans.

Other travel such as trains and planes, data has been calculated using finance and work data.



Zero Carbon Miles

2.5 %

tonnes CO₂e

Walking

3

66.53 %

Cycling

1

33.47 %

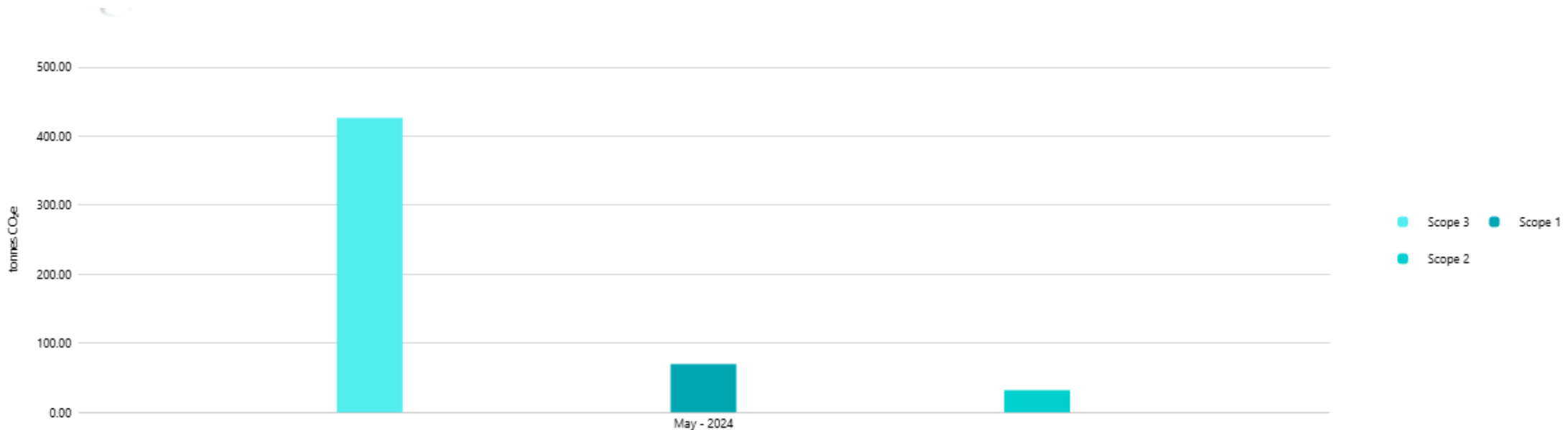
Commuting accounts for 6.61% of recorded emissions as working from our offices is essential for certain staff to provide services to clients, we do operate a hybrid homeworking policy for a small cohort of staff..

This years impact shows a reduction of 56.07% from our benchmark year this is due to a reduction in staff numbers and increased accuracy of our data.



We have worked hard to reduce our Scope 1&2 emissions with a detailed plan for Scope 1 and Scope 2 related emissions. We are bringing together a strategy to consider Scope 3 emissions and supply chain engagement with our Supply Chain Program to launch Quarter 2 2025 to enable a clearer understanding of key impact areas and an ability to move away from spend based factors reduce associated emissions.

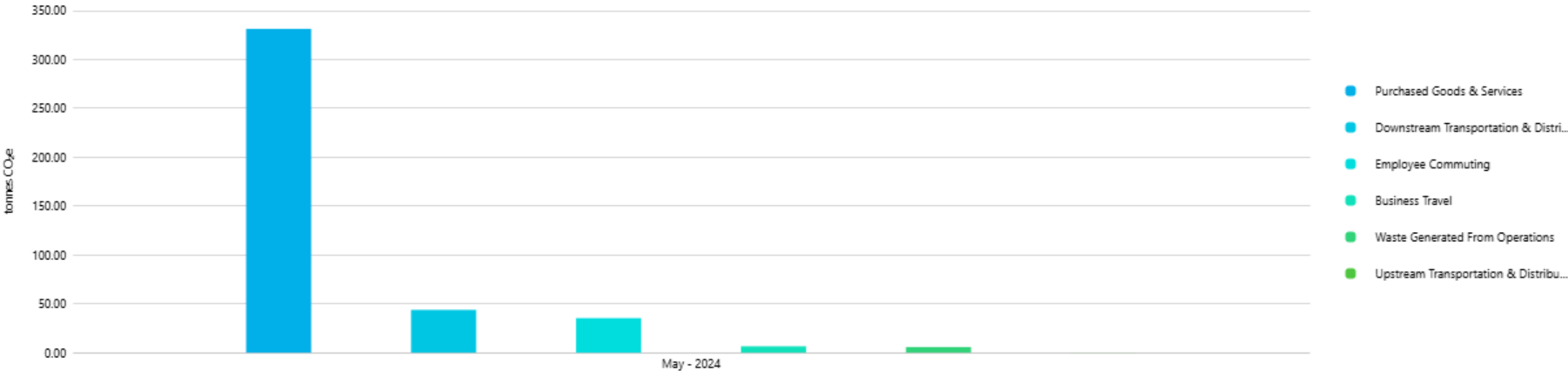
Whilst this means we may not have direct control over the sources and solutions, we are committed to working with our suppliers and people to reduce our emissions and make a positive impact where possible





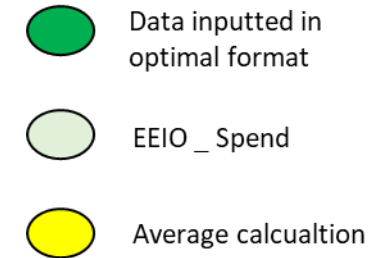
Aligned to SECR (Streamline Energy & Carbon) & PPN 06/21 reporting guidelines, below are the Scope 3 categories recorded in this reporting year. Our ongoing focus will be to develop new internal processes to record more value chain emissions through our Supply Chain Program, launching Q2 2025.

- 1 – Purchased Goods & Services
- 4 - Upstream Transportation and Distribution
- 6 - Business Travel
- 7 – Employee Commuting
- 8 – Waste Generated in Operations
- 9 - Downstream Transportation and Distribution





Scope	Category		Quality
Scope 1	Gas		
Scope 2	Electricity Usage (Grid & PV)		
Scope 3	Purchased Goods and Services	Water	
		Insurance	
		Clothing	
		Archive Boxes	
		IT Software & Hardware	
		Employment Services	
		Downstream Transportation	
		Plastics	
		Paper	
		Services	
		Telecommunications	
	Waste Generated in Operations	General Waste	
		Mixed Recycling	
		Commercial & Industrial	
	Business Travel	Cars	
		Rail	
		Hotels	
	Employee Commuting	All forms of transport	



This report has been created using the Environmental Reporting Guidelines, including Streamline Energy & Carbon Reporting and ISO Net-Zero Guidelines. The report uses the operational control approach to establishing the boundary. The methodology adopted in line with ISO 14064-1. The calculations were completed using the UK Government emissions factors and notch software including extended environmental input output factors.



Step three.

Reduce

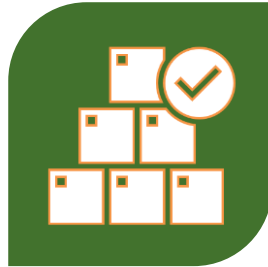




The following carbon hotspots have been identified from Cleardata carbon footprint.



ELECTRICITY & GAS
USAGE



PURCHASED
GOODS & SERVICES



DOWNSTREAM
TRANSPORTATION
& DISTRIBUTION



EMPLOYEE
COMMUTING



Near-Term Actions (0-5 years)

SCOPE 1 & 2 EMISSIONS

Target:

- Reduce absolute Scope 1 and 2 emissions by 50% by 2030 from the 2021/22 base year.(Current emissions for 2023/24 = 528 tCO₂e across all scopes)

Initiatives:

- Transition all company sales vehicles to EVs by 2027 and trial electric vans for local deliveries
- Regular energy audits to identify further efficiency improvements
- Switch to 100% renewable electricity at all sites by 2026 (currently two offices use renewables plus one with Solar Panels)
- Implement water efficiency measures across warehouse and office sites

SCOPE 3 EMISSIONS

Target:

- Engage with 100% of suppliers by 2030 to gather and assess their carbon data, moving from spend-based to activity-based reporting.

Initiatives:

- Launch the Supply Chain Program in Q2 2025 to track, report, and collaborate with suppliers on emissions.
- Transition towards lower-carbon material sourcing with an emphasis on sustainable packaging.
- Embed climate-related questions in procurement processes by 2026.
- Optimize freight and logistics to reduce emissions from downstream transportation & distribution.
- Use Life Cycle Assessments (LCA) and Environmental Product Declarations (EPDs) to improve material sustainability.
- Move to sustainable uniforms for staff by end of 2025
- Switch to 100% recycled paper by end of 2025



Long-Term Actions (5-25 years)

NET-ZERO BY 2050

Target:

- Achieve Net-Zero across Scopes 1, 2, and 3 by 2050, with verified reduction, not reliance on offsets.

Initiatives:

- Circular Economy & Waste Reduction Expand packaging waste reduction programs to minimize environmental impact.
- Move towards 100% recyclable, compostable, or reusable packaging materials
- Continuous annual emissions tracking and realignment of strategy in line with ISO 14064-1 and GHG Protocol.
- Introduce carbon insetting within the supply chain (e.g., renewable partnerships with vendors).
- Initiate ecosystem restoration or nature-based projects for residual offsetting only after deep reductions.
- Collaborate with industry bodies and policymakers to drive sustainable food manufacturing standards.

To support, monitor and manage our ambition we continue employ the services of a sustainability consultant and track our carbon footprint.



- To align with ISO Net-Zero and SBTi Net-Zero (SME) Guidelines, Cleardata needs to reduce its absolute Scope 1 & 2 GHG Emissions 50% by 2030 from a 2021/22 base year and to measure our Scope 3 emissions.
- The target years show Cleardata GHG emissions targets in the year 2030, split by scope. If Cleardata hits these targets, the company will be aligned with ISO Net-Zero & SBTi Guidelines.
- Near term Scope 3 emission targets are to engage with 100% of suppliers and understand their carbon emission by 2030.
- Near term Scope 1 targets are to reduce by 10% per year and reduce Scope 2 emissions to 0 and use 100% renewable electricity at all office and increase Solar PV generation where feasible.
- Long term target to be net-zero 2050.
- Cleardata is committed to improving our carbon accounting methodologies in line with best practice. We also continue to ensure our carbon emission inventory accurately reflects any structural changes that affect the scope or boundary of our emissions with a particular focus on Scope 3.

Scope	Base Year 2021-22	Current Year 2023-24	Near term target 2030	Net-Zero 2050
1	94.13	69.85	47.07	9.41
2	48.16	32.00	24.08	4.82
3	130.71	426.15	91.50	26.14
Total	273	528	162.64	40.37

Table 2: Cleardata's science-based targets and the required % reductions

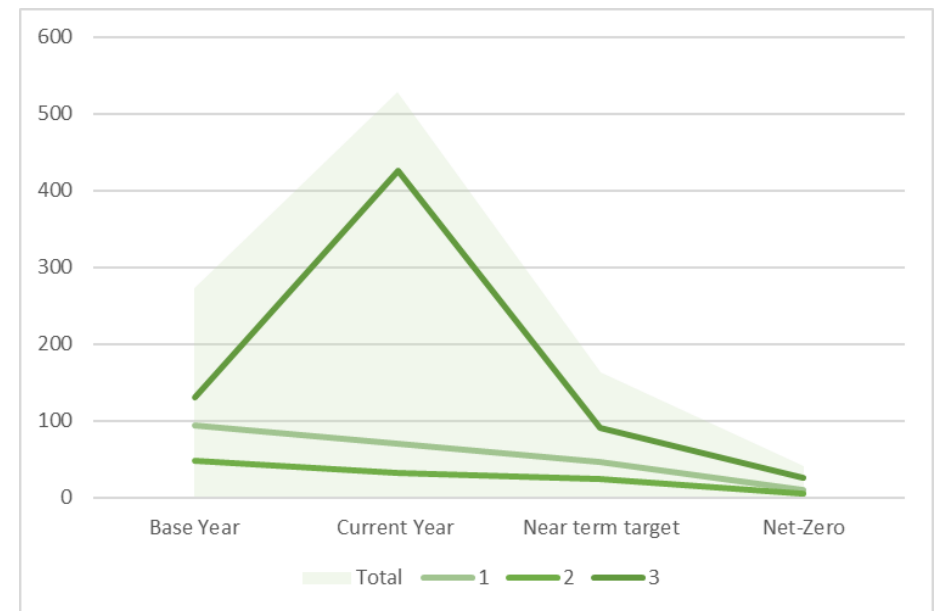


Figure 2: Cleardata's science-based targets, split by scope.



Step four.

Engage





Stakeholder engagement

Sustainability is in our DNA, we are passionate and committed to understanding more about our impact on the environment and communities.

We commit to actively talk about our journey to our staff, supply chain and clients and through social media and marketing. As part of this commitments, we will transition to sustainable uniforms made from eco-friendly materials and move to high quality 100% recycled paper across our sites. We are also investing in further training for staff to strengthen their understanding and support of carbon reduction initiatives.

In addition we will actively engage with our suppliers to encourage environmental responsibility practices throughout our supply chain, reinforcing our shared responsibility in driving positive environmental change.

Collectively we can make a difference.





Declaration and sign off

This report has been created using the Environmental Reporting Guidelines¹, including Streamline Energy & Carbon Reporting¹ guidance and PPN 06/21². The report uses the operational control approach to establishing the reporting boundary. The methodology adopted is in line with the Greenhouse Gas Protocol³ and the Corporate Value Chain (Scope 3) Standard⁴.

The calculations were completed using the UK Government Greenhouse Gas conversion factors⁵, notch software, and Small World Consulting environmental input output factors⁶. And reviewed and signed off by SBS.

This Carbon Reduction Report & Plan has been reviewed and signed off by the board of directors.

Signed on behalf of Cleardata



Sarah Murray, Director of Governance & Compliance

Date: 9 July 2025

1 - [Environmental reporting guidelines: including Streamlined Energy and Carbon Reporting requirements](https://www.gov.uk/government/publications/environmental-reporting-guidelines) - GOV.UK (www.gov.uk)

2 - [Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts](https://www.gov.uk/government/publications/ppn-0621-taking-account-of-carbon-reduction-plans) - GOV.UK (www.gov.uk)

3 - [Homepage | GHG Protocol](https://www.ghgprotocol.org/)

4 - [Corporate Value Chain \(Scope 3\) Standard | GHG Protocol](https://www.ghgprotocol.org/corporate-value-chain)

5 - [Government conversion factors for company reporting of greenhouse gas emissions](https://www.gov.uk/government/publications/government-conversion-factors) - GOV.UK (www.gov.uk)

6 - [MRIO | Small World Consulting](https://www.sw-consulting.co.uk/) ([sw-consulting.co.uk](https://www.sw-consulting.co.uk/))



Glossary





Term	Definition
Carbon dioxide equivalent (Co ² e)	Carbon dioxide equivalent (CO ₂ e) is the unit of measurement which allows different greenhouse gases to be compared on a like for like basis relative to one unit of CO ₂ .
Intensity indicator	Intensity indicators compare emissions data with an appropriate business metric or financial indicator, such as staff numbers, to allow comparison over time or with other organisations
Organisational boundaries	In setting organizational boundaries, a company selects an approach for consolidating GHG emissions and then consistently applies the selected approach to define those businesses and operations that constitute the company for the purpose of accounting and reporting GHG emissions.
<u>Greenhouse</u> Gas Protocol	GHG Protocol supplies the world's most widely used greenhouse gas accounting standards
UK Government emissions factors	These emission conversion factors are for use by UK and international organisations to report on and are updated annually, greenhouse gas emissions. From: Department for Business, Energy & Industrial Strategy
Scope 1	Direct emissions that result from activities within your organisation's control. This might include on-site fuel combustion, manufacturing and process emissions, refrigerant losses and company vehicles.
Scope 2	Indirect emissions from any electricity, heat or steam you purchase and use. Although you're not directly in control of the emissions, by using the energy you are indirectly responsible for the release of CO ₂ .
Scope 3	Includes all other indirect emissions that occur in a company value chain, eg purchased goods, travel and waste disposal
Carbon footprint	A carbon footprint is the total greenhouse gas (GHG) emissions caused directly and indirectly by an individual, organisation, event or product, and is expressed as a carbon dioxide equivalent (CO ₂ e)
Benchmark year	The initial reporting year to be used to set reduction targets against
Operational control	After a company has determined its organizational boundaries in terms of the operations that it owns or controls, it then sets its operational boundaries. This involves identifying emissions associated with its operations



Thank you.

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