Knowing What to Shred is Vital

Personal data and the confidential information of your customers, employees, and your company must be protected. It's not just good practice, it's the law.

What to Shred:

Although individual needs may vary, here is a list of what to shred:

Accounting

▸ Contracts
▸ Customer lists
▸ Internal reports
▸ Payroll statements
▸ Supplier information

Procurement

▸ Corporate records
▸ Supplier purchase orders
▸ Supplier specifications
▸ Supplier records

Human Resources

▸ Job applications
▸ Health and safety documents
▸ Medical records
▸ Performance appraisals
▸ Training information and manuals
▸ Payroll information

Research and Development

▸ Appraisals, product testing, etc.
▸ Formulas, product plans, and tests
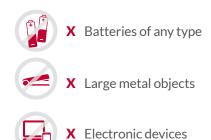▸ Specification drawings
▸ New product information
▸ Reports

Executive Level

▸ Budgets
▸ Correspondance
▸ Strategic reports
▸ Legal contracts

Sales and Marketing

▸ Advertising
▸ Customer lists and contracts
▸ Strategy documents
▸ Training information

Still Confused?

Ask yourself the following questions. If you answer YES to any of these, then SHRED the document.

1. Does it have any personally identifiable information (PII)?
2. Does it contain information protected by privacy laws?
3. Does it include any confidential corporate information?
4. Does the document list any financial information?

WARNING: FIRE HAZARD

X Batteries of any type

X Large metal objects

X Electronic devices

What Not to Shred

X Food, glass, cans, etc.
X Candy/food wrappers
X Hand tissues
X Cardboard tubes
X Ink cartridges and toners
X Hanging folders
X Electrical items
X Office supplies, hole puncher, staple remover, etc.
X Nuts and bolts
X Syringes
X Hard drives are securely destroyed upon request

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Tips to Help Keep All Of Your Data Secure

Use the following tips in order to keep your data secure and avoid the risk of a data breach:

► **Identify Areas of Risk**

Conduct an information security risk assessment and a walk-through of your administrative areas, including the front desk, to identify high-risk areas, such as printing stations, messy desks, and exposed trash and recycling bins. Flag these vulnerabilities and develop policies that can help to remove the threat.

► **Develop Retention Schedules**

All documents have a recommended retention period, depending on their importance and content. Depending on the record, there may be laws and regulations that dictate which documents need to be kept and for how long. Follow document retention schedules to help keep offices free of clutter and to contribute to information security. To create an effective document retention policy, you need the following:

  ► A checklist of common document retention guidelines

  ► Recommendations for implementing a document destruction policy

  ► The proper document retention schedule

  ► To understand how a secure shredding program can help you meet your obligations

► **Adopt a *Shred-it All* Policy**

Often there is confusion when deciding whether or not a document should be shred. This policy encourages the regular destruction of all documents. By implementing a Shred-it All Policy at your workplace, you help ensure that all documents are shred. It is one of the most effective ways to help prevent physical data breaches.

► **Adopt a Clean Desk Policy**

A clean desk policy helps ensure hotel staff shred or contain physical documents and that all technological devices are password protected each time an employee leaves a workspace. A clean desk policy helps reduce clutter, improves the security and confidentiality of information, and can contribute to an organized workspace as a best practice throughout the organization.

► **Reinforce Policies through Reminders and Rewards**

To get buy-in from employees, place posters reminding them of the new policies in place to protect confidential information in the workplace. You can also drive employee engagement initiatives to encourage employees and incentivize good behavior through rewards such as team member recognition.

For more information, contact us at 800-697-4733 or visit us at Shredit.com.

We protect what matters.^{SM}

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