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 and Information Technology

- » Contracts
- » Customer lists
- » Internal reports
- » Payroll statements
- » Supplier information

Procurement

- » Corporate records
- » Supplier purchase orders
- » Supplier specifications
- » Supplier records

Executive Level

- » Budgets
- » Correspondance
- » Strategic reports
- » Legal contracts

Research and Development

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

Human Resources

- » Applications
- » Health and safety issues
- » Medical records
- » Performance appraisals
- » Training information and manuals
- » Payroll information

Sales and Marketing

- » Advertising
- » Customer lists and contracts
- » Strategies
- » Training information

Still Confused?

Ask yourself the following questions. If you answer YES to any of the questions, 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 violate any privacy laws?
3.   Does it share any confidential corporate information?
4.   Does the document list any financial information?

We protect what matters.

Shred-it®

Tips to keep all 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 a self-risk assessment and a walk through of your office to identify areas of risk such as, printing stations, messy desks, and exposed recycling bins. Flag these vulnerabilities and develop policies that can help to remove the risk.

Develop Retention Schedules
All documents have a recommended period of retention depending on their importance. Some may be required to be kept forever, whereas others may be disposed of. Follow document retention schedules to ensure that your office remains clutter free.

Adopt a *Shred-it All* Policy
Often there is lots of confusion when deciding whether or not a document should be shred. By implementing a *Shred-it All* Policy at your workplace, you ensure that ALL documents are shred - that way, all information remains confidential.

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 incentivize good behavior through rewards such as team member recognition.

For peace of mind, contact Shred-it today.
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