WILL YOUR PAPER USE INCREASE?

of C-Suites say YES!



of SBOs say it will STAY THE SAME!

of SBOs have no policy in place for storing and disposing of confidential paper documents

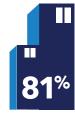
KEEP YOUR PAPER TRAIL SAFE

Even as your workplace becomes more digital and mobile, remember **ALL forms** of confidential information must be protected.

BY INDUSTRY:



of respondents in the **RETAIL** space use a locked console and professional shredding service.



of those in the FINANCE/ LEGAL/ **INSURANCE**

industry educate staff on their company's information security procedures.



of respondents in the **BUSINESS SERVICES**

industry say they don't monitor how often employees remove confidential information from the office.



of respondents in the **PUBLIC SERVICES**

industry say no policy exists for storing and disposing of confidential paper documents.



19%

of respondents in the **REAL ESTATE** industry say they have some understanding of the legal requirements for storing, keeping, or disposing of confidential information, and somewhat adhere to them, but not on a daily basis.

IT'S THE LAW!

Majority of U.S. businesses don't follow best practice on employee training

of C-Suites train employees on their industry's legal requirements only once a year or less

of SBOs never train employees on their industry's legal requirements

