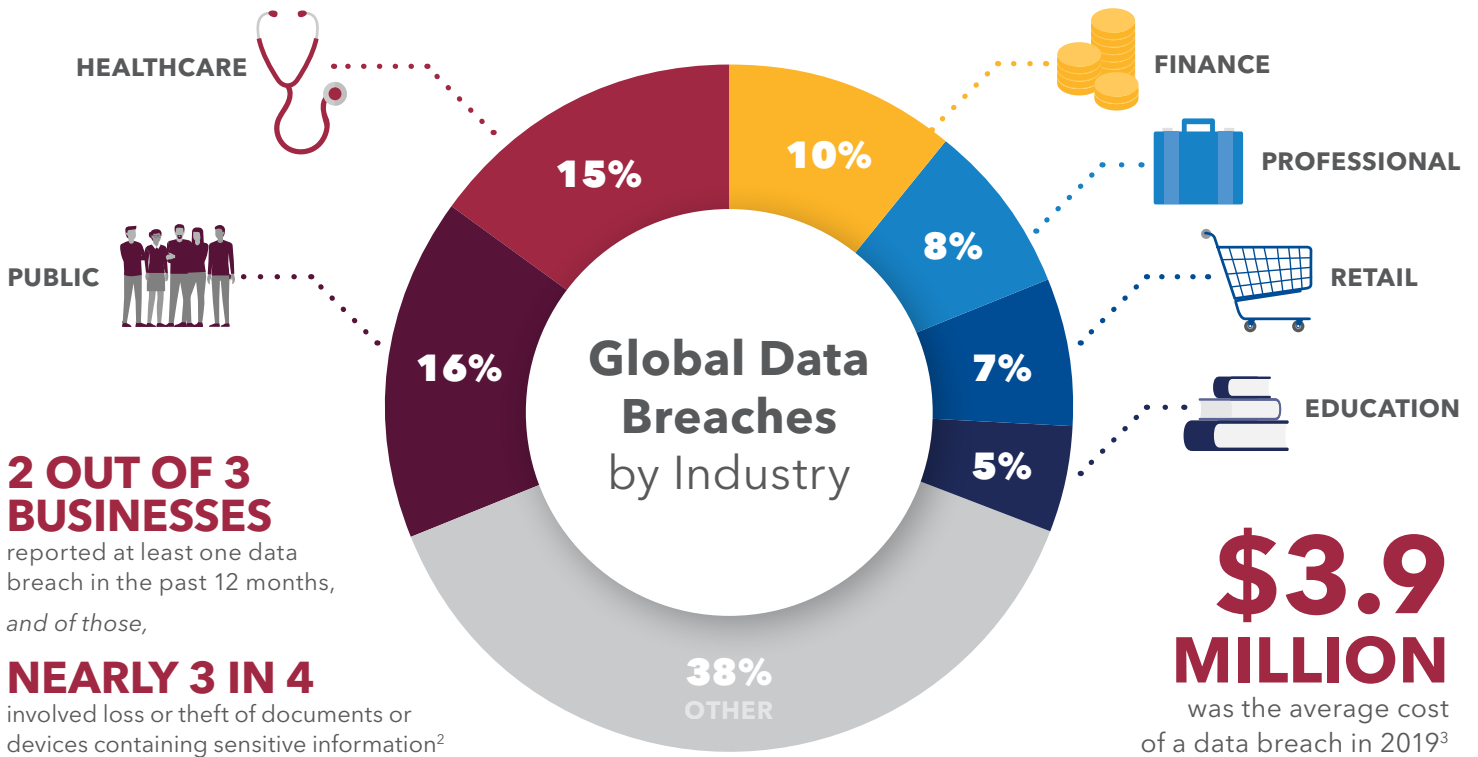


DATA BREACHES ARE A SERIOUS THREAT AND NO BUSINESS SECTOR IS IMMUNE¹



How can you ensure you're effectively protecting your customers' information?

Teach employees the best ways to safeguard paper and digital documents.

FOR PAPER DOCUMENTS

- ✓ Implement a *Shred-it All* Policy, ensuring all documents are securely disposed of
- ✓ Outsource shredding activities to make sure the work is done correctly, consistently and cost-effectively.
- ✓ Secure a Certificate of Destruction from your shredding company that proves your sensitive documents were completely destroyed according to the highest industry standards.

FOR DIGITAL DOCUMENTS

- ✓ Keep track of online accounts and check that staff regularly change their PINs and passwords, using a mix of characters, numbers and symbols.
- ✓ Teach staff how to recognize and avoid potentially nefarious emails and unsafe websites that could contain malware.
- ✓ Completely destroy outdated technology, such as CD-ROMS, back-up tapes and thumb drives

Sources:

1. www.statista.com/statistics/329608/security-incidents-confirmed-data-loss-industry-size/
2. Security of Confidential Documents in the Workplace Report, Shred-it® 2019
3. <https://www.ibm.com/security/data-breach>

Protecting consumer information should be a top priority for businesses. Visit Shredit.com/RiskSurvey to find out if your organization is protected.

