

Do You Know When to Shred?

Robust data security practices begin with knowing when and what to shred to keep important or confidential documents safe from risk. Shred-it, a leading information security service provided by Stericycle, can help you understand how to keep confidential work information and personal data safe and secure.

83%

OF AMERICANS indicated that information security is a top priority for them when choosing who to do business with. Organizations have a critical responsibility to protect their data to maintain trust.

Use the decision tree on the right to determine when to shred.

DOES YOUR ORGANIZATION PRODUCE CONFIDENTIAL INFORMATION?



Warning! All organizations produce confidential information. Even basic information that may not seem confidential could be harmful when falling in the wrong hands.



Organizations should consider implementing a **Shred-it all policy** to help ensure all confidential information is securely disposed.

Knowing which information is confidential is important to maintain a strong information security program.

Are you aware which information is confidential and when and how to dispose of it?



How do you store this information?



ELECTRONIC

Click here to explore our media and hard drive destruction services



PAPER

Warning! Employee awareness and training on information security policies and procedures is key to protecting your organization.

31%
OF CONSUMERS would lose trust in a company that experiences a data breach.

Where do your employees primarily work?



HOME



OFFICE

What volume of paper is produced?

LOW PAPER VOLUME

Your paper volume is ideal for:



Drop-Off Shredding Service



One-Time Shredding Service

HIGH PAPER VOLUME

Your paper volume is ideal for:



One-Time Shredding Service



Regularly Scheduled Shredding Service

45%
OF SMALL BUSINESS OWNERS say that no policy exists for storing and disposing of confidential information when employees working off-site.

83%
OF SMALL BUSINESS OWNERS have no policy for disposing of electronic media such as hard drives and digital information.

Ensure your organization has the right tools—and the right partner—to address security challenges and protect your information.

Visit Shredit.com/services or call 855-526-2240 for more information.

SOURCE: Shred-it Data Protection Report 2020.