

# What Is the Level of Document Security in Your Business?

Awareness is the first step towards addressing and improving information security best practices. Is your company at risk of becoming a victim of fraud, identity theft or corporate espionage? This quick office security self-assessment can help you identify areas where a breach might occur. The experts at Shred-it are committed to helping you take steps to minimize your organization's security risks.

## THE SECURITY RISK ASSESSMENT

Answer "yes" or "no" to the following questions:

### Office Document Security - Does your organization:

- » Have a secure method for disposal of confidential information? .....  Yes  No
- » Have locked consoles for disposal of confidential documents? .....  Yes  No
- » Have a "shred-it all" policy ensuring all documents are securely destroyed? .....  Yes  No
- » Monitor privacy legislation that affects your business? .....  Yes  No
- » Conduct regular security audits of your business? .....  Yes  No
- » Perform full reference checks when sourcing new vendors? .....  Yes  No

### Employee Training - Does your organization:

- » Perform full reference checks when hiring new employees? .....  Yes  No
- » Have written document destruction policies and procedures for employees to follow? .....  Yes  No
- » Review its document destruction policy as part of new employee orientation? .....  Yes  No
- » Require employees to practice a "clean desk" policy? .....  Yes  No

### Off-Site Document Security - Does your organization:

- » Instruct employees on proper document security and disposal when traveling or working off-site? ..  Yes  No

### Document Retention - Does your organization:

- » Have a current document retention policy?
- » Store sensitive documents requiring long-term retention in a secure area, with limited employee access?  Yes  No
- » Use document storage containers that are clearly marked, including a date of destruction? .....  Yes  No

**HOW SAFE ARE YOU?** Add up the number of "no" answers: \_\_\_\_\_

**1-3**

You are doing a good job mitigating risk. Partner with an expert like Shred-it to continue protecting your reputation and your business.

**4-6**

You are at some risk for a breach. Let Shred-it help with regular security audits and an ongoing program to navigate potential risks.

**7+**

You are at significant risk for a security breach. You need to act fast, as a breach could be devastating for your organization.  
**Contact Shred-it today.**

**For peace of mind, contact Shred-it® today  
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