

Do You Know When to Shred?

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

DOES YOUR ORGANIZATION PRODUCE CONFIDENTIAL INFORMATION?



Warning! Almost all organizations produce some 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

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



One-Time Shredding Service



Regularly Scheduled Shredding Service

58%
OF SBLs

say their companies require all employees to undergo mandatory data and information protection training.

69%
OF SBLs

say remote work is making their company more vulnerable to data breaches.

27%
OF SBLs

collect and destroy sensitive materials when no longer needed (e.g., printed materials, computers, hard drives).

Take steps to ensure that your organization has the right tools—and the right partner—to help you protect your information.

Visit [Shredit.com/services](https://shredit.com/services) or call 855-526-2240 for more information.

SOURCE: Shred-it Data Protection Report 2022.