

Shred-it's Small Actions for Big Wins Checklist!



Making sure it's secure.™

Small Actions for Big Wins is an information security checklist that outlines the most commonly overlooked information security practices that can help small businesses avoid many of the risks their operations face. The checklist focuses on easy-to-implement actions that won't break the bank of the average small business.

Physical Security	
Does your business...	
...have locked filing cabinets for documents that include customer information, employee records, financial data, and other sensitive material?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...use laptop locks that prevent physical theft?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...use secure, off-site storage for documents that you are legally required to retain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...prohibit the use of unsecure recycling bins at employees' workstations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...have secure shredding containers for safely disposing of documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...securely destroy old hard drives once they are no longer needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...have a secured area that can't be accessed by anyone without a key or security pass?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Shred-it Recommends

One secure shredding container will serve approximately 10 employees.



Did you know?

Most fraud is committed by employees? That makes it even more important to store or dispose of documents securely!

800.697.4733
 or visit us at shredit.com



NAID-CERTIFIED INDUSTRY EXPERTS
 All Shred-it locations in North America have received NAID Certification for mobile document destruction.

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Digital Security	
Does your business...	
...encrypt smartphones so that data is secured even if the phone is lost and recovered by someone outside the company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...regularly update your computer software to ensure that security holes are patched?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...backup sensitive data to a secure, off-site storage facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...ensure that employees regularly change their passwords?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...prohibit employees from leaving passwords written on their workstations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...limit access to network folders with sensitive information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...have anti-malware software installed on all computers?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Shred-it Recommends

To learn how to encrypt your iPhone or Android phone, visit [here](#).

Policies, Procedures and Training	
Does your business...	
...have rules regarding the proper document management that includes storage and disposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...have rules regarding the removal of equipment, data and documents from the office?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...have rules regarding proper document management when working remotely?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...train new employees on information security policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...provide regular (semi-annual or annual) refresher training on information security policies and procedures for employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...perform information security audits to ensure that employees are following policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
...make adherence to policies and procedures part of employees' performance review process?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Shred-it Recommends

To learn more about developing a comprehensive document management policy, visit [here](#).

Shred-it Recommends

If you answered "No" to any of the questions on the checklist, there is room for improvement in your business' information security practices. The good news is that all of the items featured on the checklist are easily implemented at a minimal cost. Learn more about how to implement some of these best practices by visiting the Shred-it Resource Centre at shredit.com/resource-centre.