

Knowing What to Shred in the Hospitality Industry



Personal data and confidential information of your customers, employees, and your hotel operations must be protected.

What to shred:

Although individual needs may vary, here is a list of what to shred in the hospitality industry:

Guest Documents

- ▶ Travel documentation
- ▶ Passports
- ▶ Driver's licenses
- ▶ Health insurance documents
- ▶ Credit card information
- ▶ Other customer personally identifiable information (PII)

Human Resources

- ▶ Applications
- ▶ Health and safety documents
- ▶ Medical records
- ▶ Performance appraisals
- ▶ Training information and manuals
- ▶ Payroll information

Executive Level

- ▶ Correspondence
- ▶ Legal contracts
- ▶ Budgets
- ▶ Strategic reports

Accounting

- ▶ Customer lists
- ▶ Internal reports
- ▶ Payroll statements
- ▶ Supplier information

Procurement

- ▶ Corporate records
- ▶ Supplier purchase orders
- ▶ Supplier specifications
- ▶ Supplier records

Still confused?

Ask yourself the following questions. If you answer YES to any of these, then SHRED the document.

1. Does it contain personally identifiable information (PII)?
2. Is it information subject to requirements in privacy laws?
3. Does the document include confidential corporate information?
4. Is the record part of your company's or customer's financial information?

For more information, contact us at 800-697-4733 or visit us at [Shredit.com](https://www.shredit.com).