

What needs to be securely shredded?

Information breaches are costing businesses millions.

IBM reported that the average total cost of a data breach in 2022 was \$4.35m.

It is therefore essential to securely shred confidential information. But it's not always clear which items should be securely destroyed.

Types of confidential information to shred



Secure papers:

- ✓ Financial records
- ✓ Customer data records
- ✓ Legal documents
- ✓ Employee files
- ✓ Proprietary information
- ✓ Intellectual property

Media:

- ✓ Hard drives
- ✓ Optical media
- ✓ USB drives

Cards:

- ✓ ID cards
- ✓ Employee ID badges

- ✓ Key cards
- ✓ Financial

Branded Uniforms

The shredding process

Shred-it applies the same proven chain of custody protocols and leading shredding technologies for our document, hard drive, and speciality services. This ensures safe, secure destruction of your confidential items, with:

- ▶ easy, on-demand scheduling of your service
- ▶ certified security representatives
- ▶ barcode scanning
- ▶ certificate of destruction following your service

[Click here](#) to find out more about our secure document shredding and hard drive destruction services. | shredit.co.uk

We Protect What Matters.

