

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 understand, manage and protect your confidential information, every day.

THE SECURITY RISK ASSESSMENT

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

OFFICE DOCUMENT SECURITY Does your organisation:

- | | | |
|---|------------------------------|-----------------------------|
| • have a secure method for disposal of confidential information? | ☐ Yes | ☐ No |
| • have locked consoles for disposal of confidential documents? | ☐ Yes | ☐ No |
| • have a "shred-all" policy ensuring all documents are securely destroyed? | ☐ Yes | ☐ No |
| • monitor data protection and privacy legislation that affects your business? | ☐ Yes | ☐ No |
| • conduct regular security audits of your business? | ☐ Yes | ☐ No |
| • perform full reference checks when sourcing new suppliers? | ☐ Yes | ☐ No |

EMPLOYEE TRAINING Does your organisation:

- | | | |
|--|------------------------------|-----------------------------|
| • 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 organisation:

- | | | |
|---|------------------------------|-----------------------------|
| • instruct employees on proper document security and disposal when traveling or working off-site? | ☐ Yes | ☐ No |
|---|------------------------------|-----------------------------|

DOCUMENT RETENTION Does your organisation:

- | | | |
|---|------------------------------|-----------------------------|
| • have a current document retention policy? | ☐ Yes | ☐ No |
| • 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 risk of a breach. Let Shred-it help with regular data security risk assessment surveys and an ongoing programme to navigate potential risks.

7+

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

For peace of mind, contact Shred-it today
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