

# Introducing our new Document Management Policy

Working together to keep our private information confidential

Our new Document Management Policy will make it easier to: locate, update, file, discard and destroy all company documents at the appropriate times. A less cluttered office space makes for a more productive workplace and it reduces the risk of a security breach for all of us.

Ask about our document management policy to help:

- ✓ **Protect our customer, employee and proprietary business information**
- ✓ **Keep documents secure at each stage of their lifecycle**
- ✓ **Safeguard everyone against the risks and expense of an information breach**
- ✓ **Protect against severe penalties or fines for non compliance with data protection**



Learn more about protecting your information by visiting the Shred-it Resource Centre at **[shredit.co.uk](https://shredit.co.uk)** or call us at **0800 197 1164**

**We protect what matters.**

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