

Knowing What to Shred is Vital

Personal data and confidential information of your customers, employees and your company must be protected. It's not just good practice. It's the law.

What to shred:

Although individual needs may vary, here is a good indication of what to shred.

Accounting and Information Technology

- » Contracts
- » Customer lists
- » Internal reports
- » Payroll statements
- » Supplier information

Executive Level

- » Budgets
- » Correspondence
- » Legal contracts
- » Strategic reports

Human Resources

- » Applications
- » Health and safety issues
- » Medical records
- » Payroll information
- » Performance appraisals
- » Training information and manuals

Procurement

- » Corporate records
- » Supplier purchase orders
- » Supplier records
- » Supplier specifications

Research and Development

- » Appraisals
- » Formulas, product plans and tests
- » New product information
- » Reports
- » Specification drawings

Sales and Marketing

- » Advertising
- » Customer lists and contracts
- » Strategies
- » Training information

When in doubt, shred it all

Shred-it recommends a comprehensive *Shred-it® All Policy* to ensure full security. A *Shred-it® All Policy* eliminates any confusion for your employees. They simply shred all documents, keeping your information secure.

KNOWING WHAT TO SHRED IS VITAL

Shred-it® Hard Drive and Media Destruction Service

In addition to paper documents, confidential information stored on electronic devices must be protected and destroyed securely at the end of its life. Our Customer Service Representatives collect and scan your electronic media before they are securely destroyed and you are issued a Certificate of Destruction.

Acceptable items for hard drive and media destruction service:

- » Hard Drives (any kind of laptop, desktop, PATA, SATA and many more)
- » Backup Magnetic Tapes (any kind of DLT, mini cartridges and many more)
- » Floppy Disks (3.5 inch disks, 5.25 inch disks, and many more)
- » Zip Disks (100 MB, 250 MB, and other large disks)
- » Optical Media (CDs DVDs, Blu-ray, and HD DVD)

Items for specialised collection only

Please do not place the following items in the Shred-it container:

- » Batteries
- » Sharp objects
- » Ink cartridges and toners
- » Large metal objects
- » Food, glass, cans, etc.
- » Pressurised containers
- » Syringes
- » Cardboard tubes
- » Electrical items
- » Medicine/pill bottles



For peace of mind, contact Shred-it today
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