

# 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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