

8 TYPES OF DOCUMENTS YOU NEVER KNEW YOU SHOULD DESTROY

There are many types of documents you should dispose of securely. Personal data and confidential information of your customers, employees and company must be protected. Left unsecured, offices full of old documents can be a gold mine for identity thieves.

Here are eight types of documents that should be securely destroyed as soon as you're finished with them.



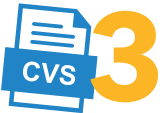
ANY DOCUMENTS THAT CONTAIN A SIGNATURE

Any documents containing a signature can be a risk to your employees, customers and business. A common form of identity theft stems from such documents being found in unsecured company bins. Be sure to securely destroy them immediately after use.



BANK & CREDIT CARD STATEMENTS

Old bank and credit card statements should be securely shredded once you have the necessary information - not doing so could leave you vulnerable to identity theft. Opt for paperless online statements where possible!



CVS

CVs contain all sorts of personal information and can hand identity thieves a name, phone number, address, email address, employment past and education history all in one convenient piece of paper. Securely destroy these documents, don't simply throw them out or leave them lying around the office.



INVOICES

Invoices are an integral part of every business, it's how we get paid after all. But leaving invoices lying around or disposing of them insecurely is a data breach waiting to happen. How would you explain to a client that your lack of a document destruction policy has led to their confidential information being stolen?



OLD PASSPORTS & PHOTO IDENTIFICATION

Any documents that contain photo identification and sensitive information can gift identity thieves a ready-made template to start assuming your digital identity. As soon as they expire, securely destroy these documents the minute they're no longer needed.



OLD TAX RETURNS

Tax laws often state that businesses must keep records for six years from the end of the last financial year. But as soon as your old tax returns are no longer needed, it's imperative all documents are securely destroyed. Failure to do so can greatly compromise the security of your company.



PAY SLIPS

Discarding of old payslips in unsecure bins could see your address, bank account number and other personal information falling into the wrong hands. Securely shred payslips as soon as you have safely recorded any information you require.



RECEIPTS

Receipts are so commonplace it's hard to believe they have any value at all. But they can often contain confidential data such as credit card numbers and signatures. Securely shred receipts as soon as they're not needed to ensure your personal information can't be harvested.

To see how we can protect the sensitive information of your company, customers and employees, contact us on **0800 028 1164** or visit us at **shredit.co.uk**

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