

TOP TIPS

- ✓ Clear out storage facilities regularly & avoid stockpiling unused hard drives
- ✓ Physically destroy all unwanted hard drives to ensure any data they contain is unrecoverable
- ✓ Use a 3rd-party who provides a secure chain of custody and written confirmation of destruction
- ✓ Incorporate new and emerging forms of electronic media into your information security policy

TAKE ACTION!

Ensure your business is safely disposing of electronically-stored information.

WHAT TYPES OF ELECTRONIC MEDIA CAN BE DESTROYED?

Hard Drives
from laptops, desktops, servers, copiers & more

Backup Magnetic Tapes

Floppy Disks
3.5" disks, 5.25" disks, & more

Zip Disks
100 MB, 250 MB, & more

Optical Media
CDs, DVDs, Blue Ray, and HD DVDs

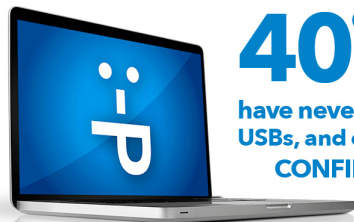


PEOPLE IN THE UK DON'T DELETE PERSONAL INFO FROM HARD DRIVES before selling or throwing them away¹



22,000 USBs a YEAR are retrieved by DRY CLEANERS⁴

14% of LARGE BUSINESSES NEVER SECURELY DESTROY electronically stored information or do it less than once a year²



40% of SME BUSINESS OWNERS have never disposed of hard drives, USBs, and other hardware containing CONFIDENTIAL INFORMATION³

£325,000 THE LARGEST DATA BREACH FINE

issued by the ICO following the discovery of sensitive data on hard drives sold on an auction site⁵



To book your Hard Drive Destruction service visit shredit.co.uk/hdd-uk or call 0800 028 1164

Sources:

- 1 <http://www.telegraph.co.uk/technology/news/9224163/One-in-10-at-risk-of-hard-drive-identity-theft.html>
- 2 and 3 Shred-it 2015 Information Security Tracker powered by Ipsos Reid
- 4 <http://home.bt.com/tech-gadgets/tech-news/22000-usb-sticks-left-in-dry-cleaning-11364033812070>
- 5 <http://www.bbc.co.uk/news/uk-england-sussex-18293565>

