

SECURING THE FUTURE

In this Issue

- Why is this happening?
- Who is committing the crime?
- How you can protect your business
- Your free security consultation



The Enemy Within: Why recycling bins are a major source of white-collar crime

In this issue, we will explore how the everyday recycling bin has become a significant threat to the security of British businesses, and what can be done about it.

Fraud is on the rise in the UK. In 2013 the total value of fraud in UK financial services in particular increased by over ten percent to £532 million compared to the year before.¹ With the number of reported offences increasing, the UK's Financial Conduct Authority is under pressure to strengthen enforcement capabilities. It is therefore important for businesses to ensure they are protected against white collar crime.

Why is this happening?

One of the keys to solving this mystery is just a few feet away from you, in that little blue recycling bin tucked in a corner of your office or workspace.

By far the greatest use of office recycling bins is to dispose of documents, many of which contain information that is confidential to your organisation, your customers and your stakeholders.

¹ <http://www.bdo.co.uk/press/bdo-fraudtrack-report-reveals-sharp-increase-in-money-laundering-in-the-uk>



SECURING THE FUTURE

You might have a paper shredder, but in all likelihood it sits idle most of the time. Frankly, who's going to go through the trouble of getting up from their desk and walking down the hall to the shredder when that little blue bin beckons just within arm's reach?

Criminals know this. They know that if the company has no formal policy for storing and destroying confidential information, employees will be left to decide on the recycling bin versus the shredder – and most of the time, it's no contest. The convenient recycling bin wins hands down.

Who is committing the crime?

Ask yourself who knows best the value of the information being tossed into recycling bins. The obvious answer is your employees. The crime itself is safe, easy and virtually impossible to detect. Just think of how exposed your information is while it sits in the bin or, once gathered, is left unattended by printers.

How can you protect your business from this white-collar crime and keep your confidential information out of the wrong hands?

The security and confidentiality of information inside your organisation is simply too important to be left to the discretion of each individual employee. You need to remove choice from the equation and make the desired behaviour easy and automatic.

Shred-it offers the following tips on how your organisation can manage and dispose of confidential documents:

- Demonstrate a top-down commitment from management to the total security of your business and customer information.
- Establish a formal information security policy; train employees to know the policies well and follow them rigorously.
- Identify security loopholes at every stage of the information cycle, from data generation and storage to the transfer of data from location to location, and eventually to document destruction.



SECURING THE FUTURE

- Introduce a “shred-all” policy, where documents are carefully destroyed on a regular basis.
- Introduce special locked consoles instead of recycling bins.
- Conduct periodic security audits. If you don't have the resources to implement a secure document destruction programme, work with a reliable third-party supplier.

Contact Shred-it UK for a FREE Security Consultation

For more information or to get started on the road to more secure document handling, visit the Shred-it Resource Centre at shredit.co.uk/resource-centre

You can also stay informed with Shred-it on [Facebook](#) and [LinkedIn](#) or follow us on [Twitter @Shredit_UK](#).



View the Shred-it 2013 State of the Industry Report by visiting shredit.co.uk/state-of-the-industry-uk

About Shred-it

Shred-it is a world-leading information security company providing document destruction services that ensure the security and integrity of our customers' private information. The company operates 140 branches in 16 countries worldwide, servicing over 150,000 global, national and local businesses, including the world's top intelligence and security agencies, more than 500 police forces, 1,500 hospitals, 8,500 bank branches and 1,200 universities and colleges.

