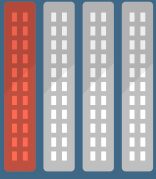


# 5

## MOST VULNERABLE AREAS OF AN OFFICE HOW TO PREVENT FRAUD IN YOUR WORKPLACE

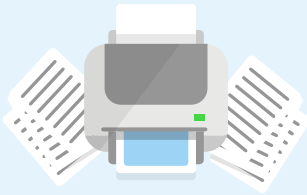


According to Action Fraud, the UK's reporting centre for fraud, **1 in 4** small businesses are affected by fraud every year, with annual losses to SMEs estimated at £18.9 billion.

### VULNERABILITIES

#### 1

#### PRINTERS



- ✗ **Problem:** Paper frequently left at printing stations and copy rooms unsecured.
- ✓ **Solution:** Use printing security codes or print confidential documents at a desk or office.

#### 2

#### NON SECURE RECYCLING AND WASTE BINS



- ✗ **Problem:** Having to decide what documents are confidential.
- ✓ **Solution:** Implement a shred-all policy where ALL paper waste is shredded.

#### 3

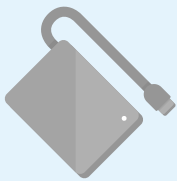
#### MESSY DESKS



- ✗ **Problem:** Loose paperwork leads to unauthorised access, theft and fraud.
- ✓ **Solution:** Start a clean desk policy.

#### 4

#### IT DEVICE STORAGE



- ✗ **Problem:** They contain a lot of data and can be easily stolen or lost.
- ✓ **Solution:** Start a sign out system and securely destroy the device when it reaches end of life.

#### 5

#### CARS, HOMES AND HOTELS

- ✗ **Problem:** Removing confidential information out of the office.
- ✓ **Solution:** Only take what is necessary and dispose securely when finished.



SOURCES: 1 Information security management and compliance guide. Shred-it.2014. 2 actionfraud.police.uk



Making sure  
it's secure.™

Contact Shred-it to book your free Data Security Survey  
Call 0800 028 1164 or visit [shredit.co.uk](http://shredit.co.uk) to book yours today.