



# PROTECT PERSONAL AND CONFIDENTIAL INFORMATION WITH OUR **5 SIMPLE STEPS**

In today's data-driven world, when handling confidential information, you have a duty to take the necessary steps to protect it. Failure to do so can lead to lawsuits, fines, and reputational damage - and the inevitable loss of business that follows.

## OUR ESSENTIAL STEPS CAN HELP YOU **PROTECT THE CONFIDENTIAL INFORMATION** OF YOUR PEOPLE, COMPANY, AND CUSTOMERS.

### **2** IMPLEMENT ADEQUATE PROCESSES & POLICIES

Establish processes and policies for reporting lost or stolen devices, suspicious activity, and suspected data breaches. Ensure you have a document management policy to guide employees on what they need to keep, how long they need to keep it, and when they need to purge it.

### **4** EMPLOYEE EDUCATION & AWARENESS

Education and awareness are a critical step to protect personal and confidential data. Organisations should strive to achieve this through comprehensive training. Remember to make it engaging and consider incentives to ensure training and awareness campaigns aren't repetitive or monotone.

### **1** ENSURE YOUR BUSINESS UNDERSTANDS DATA PROTECTION LEGISLATION

The first step to compliance with data protection legislation is understanding it. Small businesses and large enterprises alike need to ensure they're familiar with the relevant legislation, as well as having the expertise and resources - be it internal or external - to support compliance.

### **3** DEVELOP A DATA MANAGEMENT PROGRAM

Data and how it's collected, whether on paper or digitally, is constantly evolving. Therefore, your data management must also evolve. Investment in time and resources to develop or adapt your data management program is essential, but any outlay will cost far less than remediation, especially when we consider the impact of a loss of customer trust.

### **5** PROVIDE ACTIONABLE GUIDANCE

Ensure you provide clear direction, for example, implement a clean desk policy for all staff to follow. Staff should be advised to securely store their documents and devices when they are not in use and securely dispose of any documents once they are no longer needed. Providing actionable guidance like this will allow you to protect your organisations' personal and confidential information.

For peace of mind, contact Shred-it today  
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