

# Is Your Business Hybrid-Ready?

Following more than a year of remote work, the future for many organisations looks hybrid: a mix of office and home-based working.

But despite the benefits of this flexible model, free movement between the home and office can pose significant information security threats.

Follow our simple steps to help your business and employees remain secure and compliant in a hybrid world of work at all times.

**S**

**Shred-it's** information destruction services are the first step to remaining secure and compliant in a hybrid world of work. From documents to old hard drives and specialty shredding, Shred-it helps businesses ensure that customer, employee and confidential business information is protected at all times.

**E**

**Education and awareness** is vital to help employees understand the physical risks found in every office. Being able to identify and confidently handle sensitive documents is a giant step towards remaining compliant with data protection regulations.

**C**

**Commuting** to the office can bring security risks. Devices or documents can be left on the train or become a target for criminals if left in the car. Remind your team to be mindful of everything in their possession, such as data and information, needs to be kept safe and secure.

**U**

**Understanding** what to shred can be difficult. Some 40% of data breaches occur as a result of employee negligence <sup>[1]</sup>. Introducing a Shred-it All Policy to securely destroy all documents removes the need for employees to decide what is or isn't confidential.

**R**

**Remote** or in the office, re-establishing a clean desk policy wherever you're working can help keep you protected. Securely dispose of post it notes, lock removable media or notebooks away and check your desk is clear at the end of every day.

**E**

**Environmental** issues have become increasingly important in a hybrid world of work. Shred-it's document destruction services don't only protect your business, they also support our planet with shredded paper securely recycled.

<sup>[1]</sup> Tech Republic



For peace of mind, contact Shred-it today  
1800 747 333 | [shredit.ie](https://shredit.ie)

 **Shred-it**<sup>®</sup>

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