What is the Level of Document Security in Your Business?

Shred-it

Making sure it's secure.™

Awareness is the first step towards addressing and improving information security best practices. Is your company at risk of becoming a victim of fraud, identity theft or corporate espionage? This quick office security self-assessment can help you identify areas where a breach might occur. The experts at Shred-it are committed to helping you take steps to minimise your organisation's security risks.

THE SECURITY RISK ASSESSMENT

Answer "yes" or "no" to the following questions:

OFFICE DOCUMENT SECURITY

Does your organisation:

	Yes	No
have a secure method for disposal of confidential information?	☐ Yes	☐ No
have locked consoles for disposal of confidential documents?	☐ Yes	☐ No
have a "shred-all" policy ensuring all documents are securely destroyed?	☐ Yes	☐ No
monitor data protection and privacy legislation that affects your business?	☐ Yes	☐ No
conduct regular security audits of your business?	☐ Yes	☐ No
perform full reference checks when sourcing new suppliers?	☐ Yes	☐ No

EMPLOYEE TRAINING

Does your organisation:

	Yes	No
perform full reference checks when hiring new employees?	☐ Yes	☐ No
have written document destruction policies and procedures for employees to follow?	☐ Yes	☐ No
review its document destruction policy as part of new employee orientation?	☐ Yes	☐ No
require employees to practice a "clean desk" policy?	☐ Yes	☐ No

OFF-SITE DOCUMENT SECURITY

Does your organisation:

	Yes	No
instruct employees on proper document security and disposal when traveling or working off-site?	☐ Yes	☐ No

DOCUMENT RETENTION

Does your organisation:

	Yes	No
have a current document retention policy?	☐ Yes	☐ No
store sensitive documents requiring long-term retention in a secure area, with limited employee access?	☐ Yes	☐ No
use document storage containers that are clearly marked, including a date of destruction?	☐ Yes	☐ No

HOW SAFE ARE YOU? Add up the number of "no" answers.

1-3
You are doing a good job mitigating risk. Partner with an expert like Shred-it to continue protecting your reputation and your business.

4-6
You are at risk of a breach. Let Shred-it help with regular data security risk assessment surveys and an ongoing programme to navigate potential risks.

7+
You are at significant risk of a security breach. You need to act fast, as a breach could be devastating for your organisation. Contact Shred-it today.

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ISO Certified
Shred-it Limited has been assessed and certified as meeting the requirements of ISO 9001:2008, ISO 14001:2004 and BS EN15713.