

# 5 TOP TIPS TO REDUCE HUMAN ERROR & KEEP CONFIDENTIAL INFORMATION PRIVATE



Even today, employee negligence and human error are some of the biggest causes of data breaches. Whether your employees are working from home or at the office, businesses must ensure that all employees know what is confidential or sensitive information, how to manage and securely dispose of it when it is no longer needed.

Our essential tips below can help you improve your 'human firewall' to keep your business information confidential.

1

## Make sure your team knows what constitutes confidential information

Understanding and identifying what is confidential information is a great way to help reduce human error. Quite simply, it can take any form, physical or digital, and is essentially any information pertaining to customers, employees, or your business that is not generally available to the public. Common examples include lists of customers, payroll details, or business information.

## Train your staff on information security and how to avoid a data breach

2

Your staff can act as a human firewall and your first line of defence. Educating staff to identify what information is confidential, how to handle and then securely dispose of it when it's no longer needed will help you reduce the risk of a data breach.



# 5 TOP TIPS

TO REDUCE HUMAN ERROR & KEEP  
CONFIDENTIAL INFORMATION

# PRIVATE

3

## Regularly assess your information security risks

Undertaking regular security risk assessments of office documents, files and paperwork will help you identify areas that are vulnerable to a data breach. Use our simple information security risk assessment form in the office or home to help you and your employees identify potential risk areas.

## Remove the risk with a Shred-it All Policy

4

Leaving it to your staff to assess the confidentiality of every document or piece of paperwork is time-consuming, confusing and leaves your organisation exposed. Mitigate against human error by launching a Shred-it All Policy where all business documents are placed in a secure, locked console and securely destroyed.

5

## Partner with an information security specialist

Every day, Shred-it's information protection experts advise businesses on how to enhance their data protection and security. We'll give you advice on how to understand, manage and securely dispose of documents that are no longer needed, helping you remain compliant, protecting your staff, your customers and your business reputation.

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

 **Shred-it**<sup>®</sup>