

Mitigate risks and safeguard your confidential documents

Confidential materials such as paper documents and hard drives can pose significant data protection risks.

Our checklist can help make sure your business is protected

Data protection risks:



Data breaches



Identity theft



Legal/compliance consequences



Financial loss



Reputational damage

Carrying out a data security survey

- ✓ Assess data handling, storage and disposal practices.
- ✓ Identify potential vulnerabilities and areas at higher risk of compromise.
- ✓ Evaluate access controls, employee training, data backup procedures and storage.

Following laws and regulations

- ✓ Check the specific legal requirements for your locality.
- ✓ Be aware of rules on protecting personal data, sensitive company information and sector-specific regulations.
- ✓ Follow local retention periods.

Educating employees about data protection

- ✓ Conduct regular training sessions to raise awareness.
- ✓ Train employees on secure data handling and storage practices.
- ✓ Ensure remote workers are aware of data protection risks and company policies.

Secure document shredding

- ✓ Partner with Shred-it for secure and compliant destruction.
- ✓ Ensure unauthorised individuals cannot access confidential papers.
- ✓ Make sure your provider recycles materials, contributing to the circular economy.
- ✓ Remember, it's not just paper – secure hard drives and specialist items should also be securely shredded.

Hard drive destruction

- ✓ Destroy hard drives containing confidential data instead of erasing them.
- ✓ Partner with Shred-it to guarantee permanent data removal.
- ✓ Recycle securely destroyed parts, promoting environmental sustainability.

[Click here to find out more about our secure document shredding and hard drive destruction services.](#) | shredit.co.uk

We Protect What Matters.

