

Lifecycle of a DOCUMENT



Recycling bins are great for helping the environment, but they can inadvertently create a hotbed of opportunity for data thieves by leaving confidential information unsecured and at risk.

By using a secure information destruction provider, documents are destroyed much sooner, minimising the potential for security breaches – and the paper is still 100% recycled.

TRADITIONAL DOCUMENT DISPOSAL PROCESS WITH A RECYCLING BIN

1

Confidential documents are dropped into a recycling bin and sit unsecured.



The average person goes through 156 kg of paper each year.¹

2

Once collected by cleaning staff, documents are usually left in clear plastic bags.



Insider frauds cost Western Europe business a median of over €177,000 per incident.²

¹ Skogs Industrierna, 2014, *Per Capita Paper Consumption*
² Association of Certified Fraud Examiners 2014, *Report to the Nations on Occupational Fraud and Abuse*

3

Materials may be placed in unlocked outdoor recycling bins for collection.



Your information is now exposed to everyone outside your building.

4

Intact documents are loaded into a lorry for transportation to the sorting facility.



With no guaranteed destruction time, information is exposed indefinitely and no proof of destruction is provided.

5

Documents are sorted, generally by unvetted staff, prior to recycling.

6

Eventually, documents are destroyed by the recycling process.

SHRED-IT'S SECURE DOCUMENT DESTRUCTION PROCESS

1

Confidential documents are dropped into a secure container.

Shred-it's containers have a tamper-proof slot ensuring documents can't be retrieved.



2

Containers are emptied and documents are destroyed on site or within 24 hours at a secure facility.



All Shred-it employees undergo comprehensive background checks and receive ongoing security training.

3

Shredded paper is then sent to a paper mill for recycling.



A Certificate of Destruction is provided to every customer.



RECYCLED AND SECURED!

Once confidential information is dropped into a Shred-it container, it remains secure until it is destroyed.



Making sure
it's secure.™

For more information on how Shred-it can help keep your documents secure and recycled, please visit shredit.ie or call us on 1800 747 333.