Do you have all your printed material?

Confidential documents left at printing stations are vulnerable to snooping and can increase your security risks.

For more tips on protecting your information and making your entire workplace secure, please visit the Shred-it Resource Centre at **shredit.ie/resource-centre** or call us at **1800 747 333**

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STOP! That should be shredded.

Disposing of information in unsecure bins increases your risk of fraud. Securely shred all documents to eliminate guesswork and still ensure your paper is recycled.

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Don't delete. Destroy!

Securely destroying hardware that has outlived its usefulness is the only way to ensure that the data on them is completely gone.

For more tips on protecting your information and making your entire workplace secure, please visit the Shred-it Resource Centre at **shredit.ie/resource-centre** or call us at **1800 747 333**

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Don't forget to lock up.

Locking storage units and filing cabinets prevents unauthorised access to confidential information and helps decrease the risk of fraud.

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