Who's protecting your confidential information?

Shred-it

Making sure it's secure.™

In today's world, every business is at risk of a data breach

Your workplace is full of confidential paperwork that could cause real problems if it gets into the wrong hands, and security breaches can happen to any business.

Suprising facts:

- ✓ The number of data breach notifications reported to the Data Protection Commissioner for Ireland increased by more than 2500% between 2009 and 2013.[1]

- ✓ A 2014 survey reported that more than half of Irish firms had experienced a data breach in the previous 12 months, with nearly a quarter suffering multiple breaches.[2]

- ✓ According to estimates, the average cost of a data breach to European businesses is the equivalent of over €2.8 million, including €1.1 million in lost business.[3]

Key questions:

- ✓ Do you dispose of your confidential information separately from your general waste and recycling?

- ✓ What is your current method of document destruction?

- ✓ Are confidential documents stored in a secure location prior to disposal?

- ✓ Do you have a "shred-all' policy to ensure that all documents are securely destroyed?

- ✓ Who in your company monitors the data protection legislation that affects your business?

Employee essentials:

- ✓ Are you including a full background screening with every new hire for your company?

- ✓ Does your company have written document destruction policies and a formal training process?

- ✓ Is the document destruction policy part of new employee orientation?

The Shred-it checklist
Factors to consider when choosing a shredding supplier

Factors to consider	Why are these factors important?	Shred-it	Provided by your current/prospective service supplier?
Experience and expertise	More than 25 years' experience providing secure document and data destruction solutions across all industry sectors. Extensive data security knowledge, experience and internationally recognised quality procedures ensure peace of mind for thousands of clients across Ireland.	✓	☐
Compliance	ISO 9001:2008, ISO 14001:2004 and EN15713 accredited so you can be reassured your confidential data is being handled by a reputable partner.	✓	☐
Local Service	Service centres strategically located throughout the Republic of Ireland and Northern Ireland providing a convenient, local shredding service nationwide and minimising environmental impact.	✓	☐
Security checked staff	All staff are security screened so you know you can trust the person collecting your confidential information.	✓	☐
Free Data Security Survey	A Certified Information Security Professional helps you identify information security risk areas in your workplace and recommends solutions to ensure you are data protection compliant.	✓	☐
Multiple shredding options	Can destroy your confidential materials on site, at your premises, or at a local secure facility, with custody tracking and full audit trail so you know your confidential information is kept secure and you can have absolute trust in the service.	✓	☐
Certificate of Destruction	Certificate of Destruction issued for every shred to ensure you have an auditable record of your materials' secure destruction.	✓	☐
Advanced technology	Investing in technology to continually improve service – e.g. hand held barcode scanning to enhance traceability, automatic route planning systems to reduce vehicle emissions.	✓	☐
Flexible service	Works with you to provide a convenient solution that suits your requirements - from small offices with a few staff to large multi-site organisations.	✓	☐

Direct benefits of the Shred-it service:

- Fully managed service that eliminates wasted employee time allowing you to concentrate on your core business

- Regular scheduled service providing an efficient and hassle free solution

- Compliance with data protection legislation

- Chain of custody – from collection to destruction

- Secure destruction of all types of electronic media

- We recycle all shredded documents therefore helping you to reduce your environmental impact
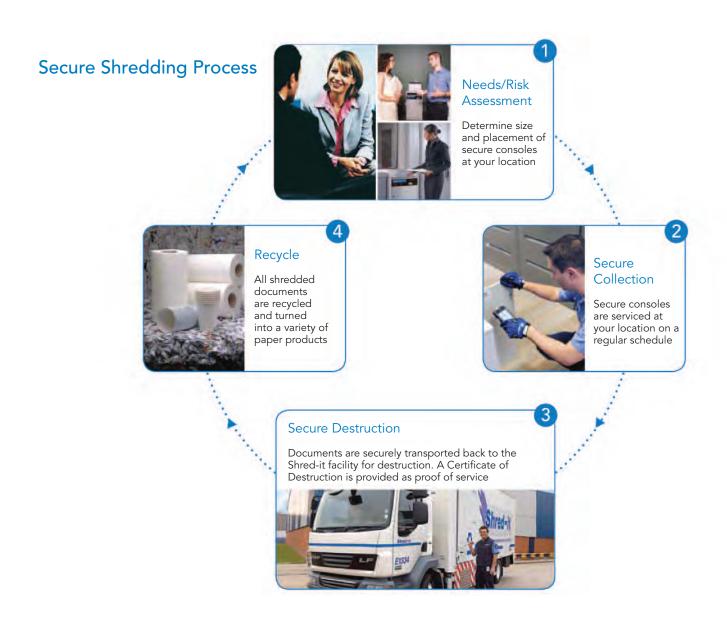
Start to finish, Shred-it handles all the details

Uncompromising security compliance

- ✓ **Free Data Security Surveys,** helping you identify information security risks and providing advice on how to best manage your secure information destruction needs

- ✓ **EN15713 accredited policies and procedures** providing the most comprehensive and highest standards in security

- ✓ **Secure chain of custody** from your location to the shredder, electronically tracked with handheld technology to provide a full audit trail for your peace of mind

- ✓ **Certificate of Destruction** for every service, providing your auditable proof of destruction

Helpful people you can trust

- ✓ **Security checked and uniformed employees,** so you know you can trust our team

- ✓ **Efficient employee working practices** to minimise disruption to your workplace

- ✓ **Helpful advice from Certified Information Security Professionals** to help you comply with legislation and provide advice to keep you safe from security breaches

- ✓ **Dedicated client care team** to provide support and answer your queries

Secure Shredding Process

1 Needs/Risk Assessment
Determine size and placement of secure consoles at your location

2 Secure Collection
Secure consoles are serviced at your location on a regular schedule

3 Secure Destruction
Documents are securely transported back to the Shred-it facility for destruction. A Certificate of Destruction is provided as proof of service

4 Recycle
All shredded documents are recycled and turned into a variety of paper products

Enjoy peace of mind with Shred-it

Comprehensive local service solutions

- ✓ **Convenient and flexible tailored solutions**, whether you need regularly scheduled or one-off shredding

- ✓ **Comprehensive nationwide coverage**, with vehicle tracking and routing management systems, delivered by local people from local service centres

- ✓ **Securely locked consoles** to safely store your confidential information prior to shredding

- ✓ **Unique cross-cut shredding in multiple sizes** to meet your industry's requirements

Adding value to your business

- ✓ **Prevent expensive and damaging data security breaches**, protecting your customers, employees and business reputation

- ✓ **Time and money savings** compared to using your own shredders, meaning employees can spend more time on your core business

- ✓ **All shredded paper is recycled**, improving your environmental footprint and enabling you to implement a shred all policy for improved security

- ✓ **Annual Certificate of Environmental Accomplishment** showing how your organisation's paper shredding and recycling programme is helping the environment

Secure On Site Shredding

1 Needs/Risk Assessment
Determine size and placement of secure consoles at your location

2 Secure Collection
Secure consoles are serviced at your location on a regular schedule

3 Secure Destruction
Documents are destroyed behind a locked screen at your location. A Certificate of Destruction is provided as proof of service

4 Recycle
All shredded documents are recycled and turned into a variety of paper products

Secure storage & destruction solutions

Shred-it consoles

Sensitive documents demand top security treatment. With Shred-it consoles, your discarded confidential documents remain safe and secure.

Regular Console (Top or Front Load)
51.44cm wide x 49.85cm deep x 91.44cm high

Mini Console (Front Load)
51.44cm wide x 49.85cm deep x 66.04cm high

Shred-it disposable white bags

When you need to destroy confidential information on an ad hoc basis, Shred-it disposable white bags can be provided.

Shred-it hard drive destruction

Hard drive destruction is the only way to ensure that data is permanently destroyed. Shred-it uses specialist equipment to punch through the hard disk's spindle. This creates ripples and tears in the platter making it impossible to retrieve or reconstruct the data.

Shred-it media consoles

Electronic equipment stores large volumes of sensitive information and therefore demands top security treatment.

Shred-it's media consoles enable you to store your unwanted CDs, DVDs, zip disks, USBs and other media securely before being destroyed in a secure and environmentally sustainable manner.

Media Console
49.5cm wide x 25.5cm deep x 90cm high

Your company is greener because we recycle 100% of shredded materials.

Make secure document destruction with Shred-it part of your company's sustainability program today! By partnering with Shred-it for secure document destruction, we can make sure that every piece of paper you discard stays safe — from the time it leaves your hands to the moment it's shredded and then recycled.

At Shred-it, we have an eye on the future.

We're phasing out older vehicles, replacing them with new ones that meet the latest European emission standards (the very latest in clean air technology, producing significant reductions in harmful particulate matter). Combined with vehicle trackers and automated routing systems, we're improving efficiency, reducing driving times and lowering emissions.

Every ton of recycled paper can save:

17 trees, which will absorb 250 lbs. of carbon dioxide each year

380 gallons of oil

4,000 kilowatts of energy

3 cubic yards of landfill space

7,000 gallons of water

Per ton, that equals a 65% energy savings, 58% in water savings and 60 lbs. less air pollution.[4]

Security Tips

✓ Take stock: Know what types of confidential information your business maintains

✓ Scale down: Keep only the information you need for your business

✓ Lock it up: Make sure the sensitive information you keep is in a secure location

✓ Plan ahead: Create a management plan in the event a security breach does happen

✓ Pitch it: Use a secure and documented shredding process conducted by security experts

✓ Adopt a shred-all policy: Eliminate guesswork by destroying all documents securely

Knowing what to shred is vital

Personal data and confidential customer, employee and business information must be protected. It's not just good practice. It's the law.

What to shred:

Accounting and Information Technology

- ✓ Contracts
- ✓ Customer lists
- ✓ Internal reports
- ✓ Payroll statements
- ✓ Supplier information

Executive Level

- ✓ Budgets
- ✓ Correspondence
- ✓ Legal contracts
- ✓ Strategic reports

Human Resources

- ✓ Applications
- ✓ Health and safety issues
- ✓ Medical records
- ✓ Payroll information
- ✓ Performance appraisals
- ✓ Training information and manuals

Procurement

- ✓ Corporate records
- ✓ Supplier purchase orders
- ✓ Supplier records
- ✓ Supplier specifications

Research and Development

- ✓ Appraisals, product testing, etc.
- ✓ Formulas, product plans and tests
- ✓ New product information
- ✓ Reports
- ✓ Specification drawings

Sales and Marketing

- ✓ Advertising
- ✓ Customer lists and contracts
- ✓ Strategies
- ✓ Training information

Shred-it customer care

As the longest-established secure shredding business in Ireland, we are committed to continually improving our customer service experience, working with our customers to deliver the highest standards. Our local customer care team in Ireland is dedicated to managing all feedback and enquiries in a professional and timely manner. Shred-it Ireland customers benefit from our extensive knowledge and internationally recognised quality procedures, improving compliance and providing peace of mind to businesses and organisations across the country.

Sources:

1   Annual Report of the Data Protection Commissioner 2013 – www.dataprotection.ie
2   Irish Computer Society – www.ics.ie
3   2014 Cost of Data Breach Study: Global Analysis - Ponemon Institute LLC/IBM

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

shredit.ie

1800 747 333 (ROI)
0800 028 1164 (NI)