

Introducing our new Clean Desk Policy

Information security benefits all of us. Help protect each other, our customers and stakeholders, and our workplace by following these 3 easy steps:

01

Plan

Organise the documents you need for immediate work on a daily basis. All other documents should be locked away.

02

Protect

When you leave your desk for any period of time, quickly check to make sure all confidential information is secured in lockable storage. Make sure your computer is password protected and locked as well.

03

Securely recycle

At the end of the day, any confidential information that is not in locked storage should be securely destroyed and recycled in the Shred-it container.



Learn more about protecting your information
by visiting the Shred-it Resource Centre at shredit.co.uk or call us on 0800 197 1164