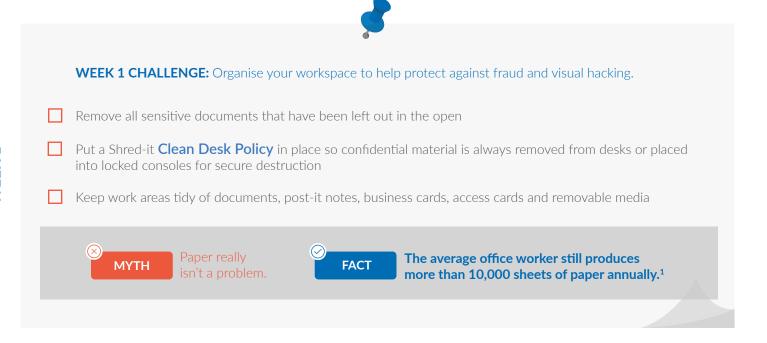
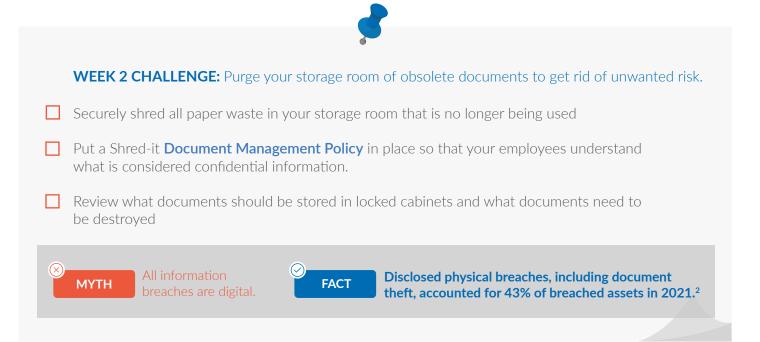
## Shred-it Four Week Declutter Challenge



A cluttered working environment can be detrimental to your organisation's security, confidential information and reputation. Follow our four week plan with your team to recognise and remove any potential risks to help limit data exposure.









## **WEEK 3 CHALLENGE:** Securely destroy and recycle old media and hard drives to keep private information safe.

- Call Shred-it to securely destroy and recycle your old hard drives and media. Stockpiling digital data including old hard drives, CDs and USBs, doesn't just take up space, it puts you at risk of a data breach if stolen
- Physically destroy and recycle any expired hard drives and electronic media to ensure data is 100% unrecoverable





Only physical destruction ensures the data is unrecoverable.



## **WEEK 4 CHALLENGE:** Declutter common areas and ensure confidential information stays out of the wrong hands.

- Common areas are often overlooked but they contain some surprising fraud risks
- Set reminders around the office indicating that printouts should not be left in printer trays but should be securely deposited into locked consoles if no longer needed
- No documents should be left in meeting rooms or placed in recycling bins hold an information security training session to ensure your employees stay informed on the importance of securely destroying all expired documents
- Use our guide to help to understand your employees' knowledge of your existing document management procedures and see if you need to refresh or retrain your employees on information security



Outsourcing my document and digital destruction is too expensive



Shred-it document destruction costs less than a cup of coffee a day.

<sup>1</sup>The Benefits of Automatic Duplexing: https://www.epa.gov/sites/default/files/2013-09/documents/fec\_automatic\_duplexing.pdf <sup>2</sup>https://www.shredit.co.uk/en-gb/resource-centre/white-papers-case-studies/shred-it-data-protection-report-2021

To learn more about best practices for information security visit shredit.ae or call 04 340 3588.





