Why a Shred-All Policy Makes Sense

Making sure it's secure.™

Did you know that a quarter of data breaches suffered by businesses in the UAE happen because of simple human error?[1] Documents should be protected from the moment they are created until the time they are no longer needed. Your workplace is full of confidential paperwork that could cause real problems if it gets into the wrong hands.

One of the most effective ways to prevent security breaches from either inside or outside an organisation, and demonstrate compliance, is by implementing a "shred-all" policy. A shred-all policy will make sure that all documents are fully and securely disposed of on a regular basis.

BENEFITS OF A SHRED-ALL POLICY

✓ Strengthens information privacy and confidentiality

✓ Simplifies document disposal for everyone

✓ Employees no longer need to decide what information is or isn't confidential

✓ Reduces the risk of information breaches

✓ Improves compliance with information privacy rules and regulations

✓ Better protects proprietary, customer and other business information

HOW TO IMPLEMENT A SUCCESSFUL SHRED-ALL POLICY

A shred-all policy requires executive approval and buy-in along with continuous communication to all your employees and contract personnel.

Here are some helpful tips to get started:

✓ Document the flow of confidential information in your company.

✓ Start with a "work in progress" period to help employees adjust and get used to the new procedures.

✓ Be sure the process you put in place is easy to enforce.

✓ Train staff in secure document disposal procedures. Educating your employees about the importance of document disposal helps to protect them as well.

✓ Conduct regular security assessments to help identify vulnerable areas and potential security risks.

✓ Update policies based on assessment findings and updates or changes to information privacy legislation.

✓ Appoint someone in your company to monitor the shred-all process (i.e. checking copiers and printers for stray documents).

✓ Partner with a knowledgeable industry leader that specialises in secure document disposal. The service should include strategically placed locked containers, and regular service with a secure chain of custody.

Sources:
1. Ponemon Institute LLC/IBM, *2015 Cost of a Data Breach Study: Global Analysis*

For further information on how Shred-it can help you stay secure, contact us at:

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