Shred-it's Small Actions for Big Wins Checklist!



Small Actions for Big Wins is an information security checklist that outlines the most commonly overlooked information security practices that can help small businesses avoid many of the risks their operations face. The checklist focuses on easy-to-implement actions that won't break the bank of the average small business.

Physical Security Does your business... ...have locked filing cabinets for documents that include customer information, employee Yes records, financial data, and other sensitive material? ...use laptop locks that prevent physical □ Yes П theft? No ...use secure, off-site storage for documents Yes No that you are legally required to retain? ...prohibit the use of unsecure recycling bins Yes Nο at employees' workstations? ...have secure shredding containers for safely Yes disposing of documents? No ...securely dispose of old hard drives once Yes No they are no longer needed? ...have a secured area that can't be accessed Yes No by anyone without a key or security pass?



Shred-it Recommends

One secure shredding container will serve approximately 10 employees.



Did you know?

Most fraud is committed by employees? That makes it even more important to store or dispose of documents securely!

For further information on how Shred-it can help you stay secure, contact us at: **04 340 3588** | **shredit.ae**

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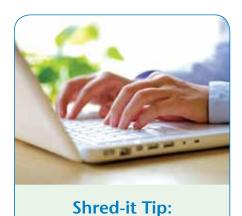
Digital Security					
Does your business					
encrypt smartphones so that data is secured even if the phone is lost and recovered by someone outside the company?		Yes No			
regularly update your computer software to ensure that security holes are patched?		Yes No			
backup sensitive data to a secure, off-site storage facility?		Yes No			
ensure that employees regularly change their passwords?		Yes No			
prohibit employees from leaving passwords written on their workstations?		Yes No			
limit access to network folders with sensitive information?		Yes No			
have anti-malware software installed on all computers?		Yes No			



Shred-it Tip:

Make sure your smartphone and mobile devices are always password protected.

Policies, Procedures and Training				
Does your business				
have rules regarding the proper document management that includes storage and disposal?		Yes No		
have rules regarding the removal of equipment, data and documents from the office?		Yes No		
have rules regarding proper document management when working remotely?		Yes No		
train new employees on information security policies and procedures?		Yes No		
provide regular (semi-annual or annual) refresher training on information security policies and procedures for employees?		Yes No		
perform information security audits to ensure that employees are following policies and procedures?		Yes No		
make adherence to policies and procedures part of employees'		Yes No		



A comprehensive document management policy should consist of both clean desk and shred-all policies.

Shred-it Recommends

If you answered "No" to any of the questions on the checklist, there is room for improvement in your business' information security practices. The good news is that all of the items featured on the checklist are easily implemented at a minimal cost. Learn more about how to implement some of these best practices by visiting the Shred-it website at shredit.ae.