

## Mitigate risks and safeguard your confidential documents

Confidential materials such as paper documents and hard drives can pose significant data protection risks.

**Our checklist can help make sure your business is protected**

### Data protection risks:



Data breaches



Identity theft



Legal/compliance consequences



Financial loss



Reputational damage

### Carrying out a data security survey

- ✓ Assess data handling, storage and disposal practices.
- ✓ Identify potential vulnerabilities and areas at higher risk of compromise.
- ✓ Evaluate access controls, employee training, data backup procedures and storage.

### Following laws and regulations

- ✓ Check the specific legal requirements for your locality.
- ✓ Be aware of rules on protecting personal data, sensitive company information and sector-specific regulations.
- ✓ Follow local retention periods.

### Educating employees about data protection

- ✓ Conduct regular training sessions to raise awareness.
- ✓ Train employees on secure data handling and storage practices.
- ✓ Ensure remote workers are aware of data protection risks and company policies.

### Secure document shredding

- ✓ Partner with Shred-it for secure and compliant destruction.
- ✓ Ensure unauthorised individuals cannot access confidential papers.
- ✓ Make sure your provider recycles materials, contributing to the circular economy.
- ✓ Remember, it's not just paper – secure hard drives and specialist items should also be securely shredded.

### Hard drive destruction

- ✓ Destroy hard drives containing confidential data instead of erasing them.
- ✓ Partner with Shred-it to guarantee permanent data removal.
- ✓ Recycle securely destroyed parts, promoting environmental sustainability.

**[Click here to find out more about our secure document shredding and hard drive destruction services.](#) | [shredit.co.uk](https://shredit.co.uk)**

**We Protect What Matters.**

