

# Shred-it All. Sustainably.

If it's private & confidential don't risk it.

## Here are some documents you should always destroy securely



**Financial & legal documents**



**Business information**



**Customer data**



**Employee files, payslips & CVs**



**ID, bank & credit cards**



**Intellectual property**



**Any signed documents**



**Notepads**



**Unsure of what's confidential & private?**

Stay safe, secure and sustainable - Shred-it All.



**Help protect information and prevent a data breach.**

Your nearest Shred-it console is here:

For more tips on protecting your information and making your workplace secure, please visit the Resource Centre on [www.shredit.co.uk](http://www.shredit.co.uk)