

# Do You Know What to Shred?

Do your employees understand how to protect your business's confidential information? Use our guide below to help you understand your employees' knowledge of your existing document protection procedures and if any training is required.

## 48%

of security breaches occur inside an organisation due to employee error or system glitches from business process failures.\*

Does your business have a document management process? [Click here for a document management policy template.](#)

### DOES YOUR ORGANISATION PRODUCE CONFIDENTIAL INFORMATION?



**Warning!** All organisations produce confidential information. Even basic information that may not seem confidential could be harmful when falling into the wrong hands.



**A Shred-it All policy** ensures that the decision to destroy is taken out of the hands of individual employees and can minimise the risk of a data breach.

Knowing which information is confidential is important to maintain a strong information security programme.

### Are you aware which information is confidential and when and how to dispose of it?



**Warning!** It's vital that you undertake training on information security policies and procedures to protect your organisation's confidential information.

[Click here](#) to learn more on what you need to shred.

### How do you store this information?



**ELECTRONIC**

Even expired hard drives need to be disposed of securely to help business's confidential information remain secure.

[Click here](#) to explore our Media and Hard Drive Destruction Services.



**PAPER**

### Where do your employees primarily work?



**HOME**



**OFFICE**

Many businesses now opt for a flexible working model, but free movement between the home and office can pose significant security threats. Whether you are working from home or are based in the office, you need to ensure that your business's confidential information remains secure and protected.

**31%**  
**OF CONSUMERS**  
would lose trust in a company that experiences a data breach.\*\*

**45%**  
**OF SMALL BUSINESS OWNERS**  
say that no policy exists for storing and disposing of confidential information when employees are working off-site.\*\*

**83%**  
**OF SMALL BUSINESS OWNERS**  
have no policy for disposing of electronic media such as hard drives and digital information.\*\*

To learn more about best practices for information security, visit [shredit.co.uk](http://shredit.co.uk) or call **0800 197 1164**.

\*2020 Cost of a Data Breach Study by the Ponemon Institute & IBM Security.

\*\*Shred-it Data Protection Report 2020.