

WILL YOUR PAPER USE INCREASE?

 **36%**
of C-Suites say YES!

 **52%**
of SBOs say it will STAY THE SAME!

YET
 **39%**
of SBOs have no policy in place for storing and disposing of confidential paper documents

IT'S THE LAW!



Majority of U.S. businesses don't follow best practice on employee training

49%
of C-Suites train employees on their industry's legal requirements only once a year or less

39%
of SBOs never train employees on their industry's legal requirements


KEEP YOUR PAPER TRAIL SAFE

Even as your workplace becomes more digital and mobile, remember **ALL** forms of confidential information must be protected.




BY INDUSTRY:

 **12%**
of respondents in the **RETAIL** space use a locked console and professional shredding service.

 **81%**
of those in the **FINANCE/LEGAL/INSURANCE** industry educate staff on their company's information security procedures.

 **37%**
of respondents in the **BUSINESS SERVICES** industry say they don't monitor how often employees remove confidential information from the office.

 **21%**
of respondents in the **PUBLIC SERVICES** industry say no policy exists for storing and disposing of confidential paper documents.

 **19%**
of respondents in the **REAL ESTATE** industry say they have some understanding of the legal requirements for storing, keeping, or disposing of confidential information, and somewhat adhere to them, but not on a daily basis.