

DECLUTTER YOUR OFFICE

MYTH

An information breach won't happen to me.



FACT

Paper documents and e-media clutter can put anyone at risk.

Shred-it® 1-Month Declutter Challenge

WEEK 1

Organize your workspace to help protect against fraud and visual hacking.

MYTH: Paper really isn't a problem.

FACT: The average office worker still produces more than 10,000 sheets of paper annually!

- ✓ Remove all sensitive documents that have been left out in the open
- ✓ Put a Shred-it Clean Desk Policy in place so confidential materials are always removed from desks or placed into locked consoles for secure destruction
- ✓ Keep work areas tidy of documents, post-it notes, business cards, access cards, and removable media



1. Paper Use Statistics, Statistic Brain, 2017

Contact Shred-it for your workplace security needs.
800-697-4733 | [Shredit.com](https://www.shredit.com)



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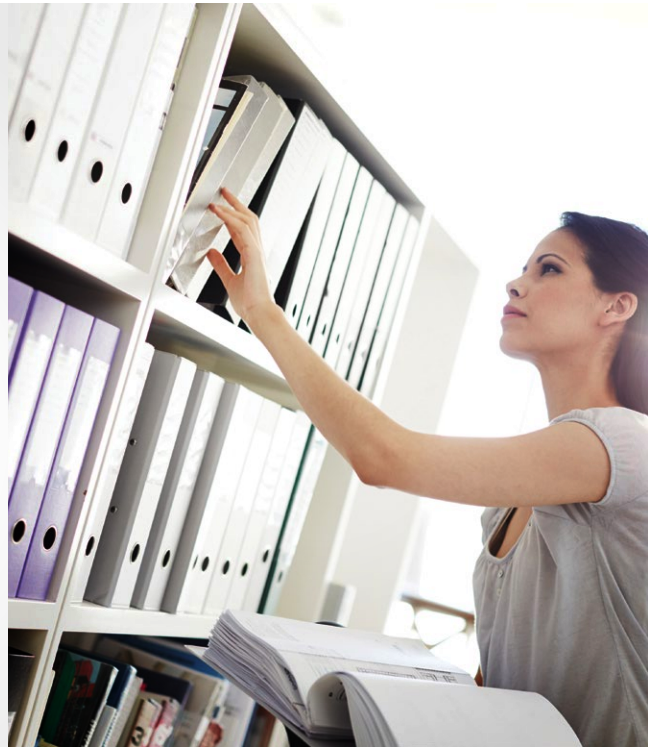
WEEK 2

Purge your storage room of obsolete documents and get rid of unwanted risk.

MYTH: All information breaches are digital.

FACT: 24% of all identity theft crimes are non-digital¹.

- ✓ Securely shred all paper waste in your storage room that is no longer being used
- ✓ Put a Shred-it Document Management Policy in place so that employees understand what is considered confidential information. Review what documents should be stored in locked cabinets and what documents need to be destroyed



1. Identity Theft Assessment and Prediction Report, University of Texas, 2019

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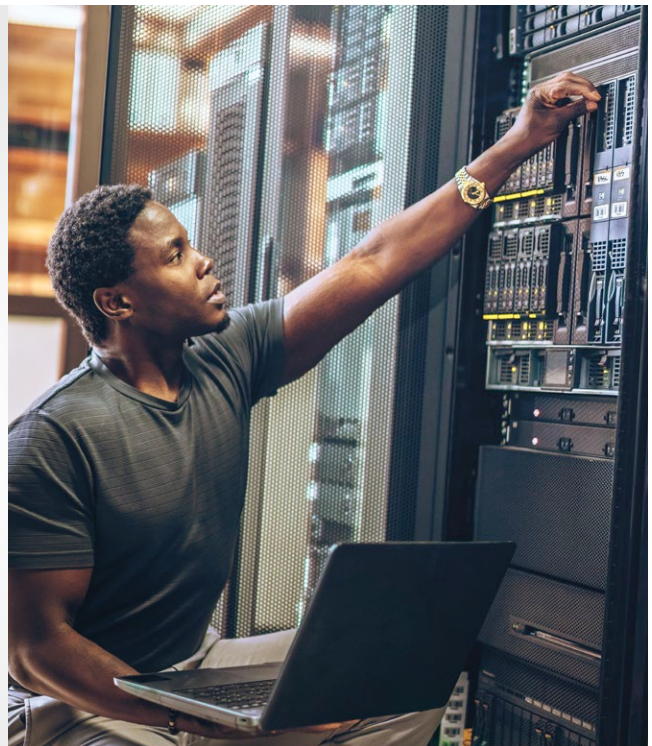
WEEK 3

Securely destroy and recycle old media and hard drives to keep private information safe.

MYTH: Erasing hard drives removes the data.

FACT: Only physical destruction ensures the data is unrecoverable.

- ✓ Call Shred-it to securely destroy and recycle your old hard drives and media. Stockpiling digital data, including old hard drives, CD's and USB's, doesn't just take up space - it puts you at risk for a data breach if stolen
- ✓ Physically destroy and recycle any obsolete drives and electronic media to ensure data is 100% unrecoverable



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Shred-it® 1-Month Declutter Challenge

WEEK 4

Declutter common areas and ensure confidential information stays out of the wrong hands.

MYTH: Getting an outside document destruction company is too expensive.

FACT: Shred-it document destruction costs less than a cup of coffee a day.

- ✓ Common areas are often overlooked, but they contain some surprising fraud risks
- ✓ Set reminders around the office indicating that print outs should not be left in printer trays but should be securely deposited into locked consoles if no longer needed
- ✓ No documents should be left in boardrooms or placed in recycling bins. Hold an information security training session to educate your staff on the importance of securely destroying all documents not in use



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