

# Why a Shred-All Policy Makes Sense

Did you know that more than 30% of data breaches happen inside of businesses due to simple human error?

Documents should be protected from the moment they are created until the time they are no longer needed. Your workplace is full of confidential paperwork that could cause real problems if it gets into the wrong hands.

One of the most effective ways to prevent security breaches from either inside or outside an organisation is by implementing a “shred-all” policy. A shred-all policy will make sure that all documents are fully and securely destroyed on a regular basis.

## BENEFITS OF A SHRED-ALL POLICY

- ✓ Strengthens information privacy and confidentiality
- ✓ Simplifies document disposal for everyone
- ✓ Employees no longer need to decide what information is or isn't confidential
- ✓ Reduces the risk of information breaches
- ✓ Improves compliance with privacy rules and regulations
- ✓ Better protects proprietary, customer and other business information!

## HOW TO HAVE A SUCCESSFUL SHRED-ALL POLICY

**A shred-all policy requires executive approval and buy-in along with continuous communication to all your employees and contract personnel.**

### Here are some helpful tips to get started:

- ✓ Document the flow of confidential information in your company.
- ✓ Start with a “work in progress” period to help employees adjust and get used to the new procedures.
- ✓ Be sure the process you put in place is easy to enforce.
- ✓ Train staff in secure document destruction procedures. Educating your employees about the importance of document disposal helps to protect them as well.
- ✓ Conduct regular security assessments to help identify vulnerable areas and potential security risks.
- ✓ Update policies based on assessment findings and updates or changes to privacy legislation.
- ✓ Appoint someone in your company to monitor the shred-all process (i.e., checking copiers and printers for stray documents).
- ✓ Partner with a knowledgeable industry leader that specializes in secure document destruction. The service should include strategically placed locked consoles, and regular service with a secure chain of custody.



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Sources: 1. Ponemon - 2014 Cost of Data Breach Study: Global Analysis