

Why should you adopt a 'Shred Everything' policy?

Did you know, each year there are hundreds of data breaches caused by the incorrect handling, loss, or theft of confidential materials?

The UK's Information Commissioner's Office (ICO) publishes regular data security incident trend reports. Each year, there are hundreds of data security incidents caused by the incorrect disposal of paperwork and hardware, as well as the loss or theft of devices and documents containing personal data. Many losses or thefts also occur when data is left in locations that aren't secure.

With so many paper-related incidents and such a high risk of human error, it's time to rethink data disposal strategies. One of the best solutions is to implement a 'Shred Everything' policy for all materials containing personal information that are no longer needed, as well as restricting access to data before destruction.

Privacy breaches can lead to bad press as well as damage to reputation, loss of customer trust, loss of business, large financial penalties, and even prosecution.

By implementing a Shred Everything policy for all confidential materials you no longer need, you can keep information safe and save time in the process.

Reasons to Shred Everything

- Shredding all unwanted information can reduce the risk of human error. Employees will no longer need to worry about making the wrong decision regarding the disposal of confidential materials.
- Shredding everything that's no longer needed simplifies document disposal processes for the whole company.
- It's environmentally friendly. We are CarbonNeutral® certified and we recycle 100% of the paper we shred.
- Shredding everything will help your company stay on top of document disposal obligations in line with GDPR compliance.

The ICO's data security incident trends dashboard, found [here](#).



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