

SHRED SAFE



WHAT IS THE LEVEL OF DOCUMENT SECURITY IN YOUR BUSINESS?



Awareness is the first step towards addressing and improving information security best practices. Is your company at risk of becoming a victim of fraud, identity theft or corporate espionage? Or being hit with a fine of up to \$2.1 million for breaching the Privacy Act? This quick office security self-assessment can help you identify areas where a breach might occur. The experts at Shred Safe are committed to helping you take steps to minimise your organisation's security risks.

THE SECURITY RISK ASSESSMENT

Answer "yes" or "no" to the following questions:

OFFICE DOCUMENT SECURITY Does your organisation:

- | | | |
|---|------------------------------|-----------------------------|
| • have a secure method for disposal of confidential information? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • if yes, does it perform regular information security audits to monitor effectiveness of existing methods? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • have locked containers for disposal of confidential documents? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • have a "shred-all" policy ensuring all documents are securely destroyed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • monitor data protection and privacy legislation that affects your business? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • perform full reference checks when sourcing new suppliers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

EMPLOYEE TRAINING Does your organisation:

- | | | |
|--|------------------------------|-----------------------------|
| • perform full reference checks when hiring new employees? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • have written document destruction policies and procedures for employees to follow? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • review its document destruction policy as part of new employee orientation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • require employees to practice a "clean desk" policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

OFF-SITE DOCUMENT SECURITY Does your organisation:

- | | | |
|---|------------------------------|-----------------------------|
| • instruct employees on proper document security and disposal when traveling or working off-site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

DOCUMENT RETENTION Does your organisation:

- | | | |
|---|------------------------------|-----------------------------|
| • have a current document retention policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • store sensitive documents requiring long-term retention in a secure area, with limited employee access? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • use document storage containers that are clearly marked, including a date of destruction? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

HOW SAFE ARE YOU? Add up the number of "no" answers. Check out below how you went.

1–3

You are doing a good job mitigating risk. Partner with an expert like Shred Safe to continue protecting your reputation and your business.

4–6

You are at risk of a breach. Let Shred Safe help with regular data security risk assessments, surveys and an ongoing programme to navigate potential risks.

7+

You are at significant risk of a security breach. You need to act fast, as a breach could be devastating for your organisation. Contact Shred Safe today.

For peace of mind, contact Shred Safe today.
0245533777 | ShredSafe.net | info@shredsafe.net

© 2020 ShredSafe. All rights reserved.



**SHRED
SAFE**
DOCUMENT DATA DESTRUCTION
& RECYCLING SERVICES