

Is Electronic Shredding Important?

Identity theft continues to be the top consumer complaint reported to the FTC (Federal Trade Commission) for 13 straight years. 12.6 million Victims of identity fraud in the United States in the past year cost victims more than \$21 billion. That is an increase of one million more consumers over the past year, which equates to 1 incident of identity fraud every 3 seconds.

Keeping consumer's private and sensitive information safe is not only a good business practice, but also the law. These state and federal data protection laws require businesses to properly maintain and properly destroy personal information.

Using electronic shredding is a good practice for battling identity theft in the workplace. Experts report that there are an increasing number of cases that can be traced back to corrupt employees who somehow obtain private information of customers & employees and offer it to identity thieves.

What to shred?

- ✓ Credit card information
- ✓ Social Security numbers
- ✓ Online banking log in user name and password
- ✓ Banking statements & Receipts
- ✓ Credit reports
- ✓ Old employee files
- ✓ CD, DVD, thumb drives, computer hard drives, & data disks
- ✓ Staff badges
- ✓ Health insurance cards, etc...



How to destroy sensitive information. If you have an incinerator on location, this is a great way to completely destroy sensitive information. If not, shredding is the way to go.

Shredding options:

- **Purchase Paper Shredders:** This is convenient but not always the most secure. Utilizing a shredding service will give consumers peace of mind if they are concerned about their private information.
- **Off-Site Professional Shredding:** These companies haul your collected private information to an off-site secure facility and shred it there. In many cases, this is sufficient but not as secure as mobile shredding.
- **Mobile Professional Shredding:** This is where a mobile shredding unit is brought to your company and all documents are shredded on site. No un-destroyed information leaves your place of business.

The more sensitive the information, the more important it is to have it destroyed securely.

Appropriate handling of personal sensitive information is the responsibility of everyone in the organization. Inform everyone about the importance of properly handling of sensitive information and the security procedures your organization has implemented. Do not take a chance! ♦

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