



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 quarterly data security incident trends reports. From April 2021 to the end of March 2022, there were 853 data security incidents¹ caused by the incorrect disposal of paperwork (39) and hardware (9), the loss or theft of a device containing personal data (48), or the loss or theft of paperwork or data left in insecure locations (636).

With so many paper-related incidents and such high risks of human error, it's time to rethink data disposal strategies. The best solutions are implementing a 'Shred Everything' policy for all data that is no longer needed and restricting access to data before destruction.

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

By implementing a Shred Everything policy for every item of paperwork you no longer need, you can keep data safe and save time in the process.

Reasons to Shred Everything

- Shredding all unwanted data 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 the document disposal strategy 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.

* - Information correct at the time of publication, 25/07/2022.

¹ - The ICO's data security incident trends dashboard, found [here](#).

