

# What is the Level of Document Security in Your Business?



Making sure  
it's secure.™

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 \$1.7 million for breaching the Australian Privacy Principles? This quick office security self-assessment can help you identify areas where a breach might occur. The experts at Shred-it 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 |
| • 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 |
| • conduct regular security audits of 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.

1-3

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

4-6

You are at risk of a breach. Let Shred-it help with regular data security risk assessment 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-it today.

For further information on how Shred-it can help you stay secure, contact us at:

**1 800 012 012 | [shredit.com.au](https://shredit.com.au)**