

Who's protecting your  
confidential information?



Making sure  
it's secure.™



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Secure, Compliant, Cost-Effective, Environmentally Responsible  
Information Destruction

# Privacy Breaches – Counting the Cost

Studies estimate the average cost of a data breach to Australian businesses is at a staggering \$2.8 million. More worrying perhaps, is that figure represents a 40% increase in the last 5 years alone.<sup>1</sup>

Today, a single instance of unauthorised access to confidential information can have far-reaching consequences, including damage to brand and reputation, fines, lost business and loss of customer trust. And Australian businesses are counting the cost right now.

## Privacy Protection – Your Legal Obligation

The new Australian Privacy Principles (APPs) which came into effect in 2014 mean the legal landscape is more stringent than ever before when it comes to information security. Organisations and businesses across Australia are now compelled by stricter laws to better protect the personal information they collect and store.

With the maximum fine for non-compliance at \$1.7 million, it's an issue Australian businesses can't afford to ignore.

## Secure Destruction and Compliance

Developing and maintaining a secure shredding programme for your confidential information helps protect your company from damaging data privacy breaches, as well as ensuring your compliance with APP 11<sup>2</sup> which states that organisations must:

*"...take such steps as are reasonable in the circumstances to destroy the information or to ensure that the information is de-identified."*

To ensure your compliance, your programme must apply consistent secure information disposal policies and procedures across all locations, as well as provide proof of employee training, ongoing communication, enforcement and monitoring.



Security breaches are on the increase, putting Australian businesses at risk.

## How Shred-it Can Help

With 25 years' experience, Shred-it can advise you in secure destruction to help:

- Design a cost-effective secure shredding programme around your individual needs, using advanced security standards and procedures
- Ensure employees comply with your programme by providing convenient, easy-to-use, shredding containers
- Support your environmental goals by recycling materials after shredding
- Tailor your programme to meet the changing needs of your business, and the evolving regulatory landscape in your industry



### Sources:

- 1 2014 Cost of Data Breach Study: Australia – Ponemon Institute LLC/IBM
- 2 Privacy fact sheet 17: Australian Privacy Principles – [www.oaic.gov.au](http://www.oaic.gov.au)

# Secure Shredding Process



## Security Standards You Can Trust

To keep your information safe, we maintain the highest global security standards, including:

### Personnel

Shred-it employees undergo comprehensive background checks and receive ongoing security training. Our people know they're not just shredding your documents — they're protecting your business.

### Chain-of-Custody Procedures

Your documents remain secure from collection through to final disposal. Shred-it is a NAID member, dedicated to the advancement of the information destruction industry by promoting the highest security standards.

### Secure Facilities

We consistently provide some of the industry's most advanced systems to safeguard your information, including:

- Strict visitor policies and 24x7, closed-circuit television surveillance cameras
- Advanced fire suppression controls
- Intrusion detection and environmental control systems

## Flexibility to Meet Your Needs

### Regular or One-Off Shredding

Whether you need ongoing, verified destruction of sensitive materials, or just a one-off clear out of old files, Shred-it provides the same level of security, consistency and reliability to meet your needs.

### Nationwide Service

An extensive shredding plant and logistics network across Australia means we can service you whenever you need us, at one or multiple locations.

### Secure Media Destruction

Privacy compliance now extends beyond traditional paper-based information. Data tapes, DVDs and other media are vulnerable if not securely disposed of. Shred-it renders these materials permanently destroyed, unreadable and non-recoverable, and ensures environmentally responsible disposal.

### Environmental Responsibility

Reducing waste and preserving natural resources is a key aim for most companies these days – it's good for business and the environment. Shred-it recycles all shredded paper, so through our paper shredding and recycling programme you can be assured your company is 'going green' as well as staying secure.





## About Shred-it

Established in 1988, Shred-it was one of the first paper shredding companies in the world, and today we've grown to be a global leader, providing secure document destruction service to over 300,000 customers in 170 markets, in 18 different countries.

Shred-it provides security-trained employees, leading edge technology and secure equipment to protect our customers' confidential information. As the trusted choice of both small businesses and large organisations, Shred-it remains the industry leader servicing sectors including governments, healthcare facilities, universities and colleges, as well as police forces, banks and intelligence agencies.

### Our Vision

At Shred-it, we relentlessly pursue success and innovation, driven by the needs of our customers and delivered with the shared energy, ability and commitment of our people.

### Our Mission

Shred-it provides our customers peace of mind by delivering unparalleled security and service for the information they value.

### Our Values

- We believe in leadership that guides and inspires
- We are committed to maintaining a supportive culture and providing opportunities for growth
- We are spirited, pro-active people who excel as a team
- We have a shared focus on company growth
- We do everything it takes to exceed our customers' expectations

**Above all, at Shred-it we act with Integrity, Social Responsibility and Respect.**

### For more information, contact us at:

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