

Information security is not just firewalls and passwords.

Trash cans and recycling bins represent real risks to workplace privacy.

While cyber-attacks and ransomware are getting top headlines across the country, **many government organizations protect their passwords but overlook a source of confidential information that is much easier to get:** paper records.

There is no point in having state-of-the-art firewalls and password authentication, **when you or your colleagues are putting your organization at risk by simply throwing draft financial forecasts or revenue reports into the trash can or recycling bin.**



Up to

24%

of

INFORMATION BREACHES are due to employee error or negligence¹

There have already been

11

GOVERNMENT BREACHES affecting more than **15,300 records** as of June 2018²

PRO TIP

Take a look around your office.

Check in the trash cans near the printer or photocopier.

Look in meeting room waste bins.

Chances are you'll find something you shouldn't.

We protect what matters.

 **Shred-it**[®]

Here's why U.S. Communities participating agencies should choose Shred-it®:

- » **No RFP required;**
this contract was competitively-solicited by a lead public agency offering the best overall government pricing
- » **We're green;** all our shredded paper is 100% recycled
- » **We're more secure than an office shredder;**
our state-of-the-art cross-cut technologies meet Federal and State requirements for destroyed paper shred size
- » **You get a customized information security plan;**
we build every security program from the ground up, tailored to your needs and your budget



Lead Agency: Cobb County, Georgia;
Contract Number: 18-6320
Term: 3-year initial term;
May 15, 2018 - May 14, 2021; option to renew
for (3) additional (1) year periods

Get Shred-it. Get Protected. Don't wait.

Shred-it offers U.S. Communities participating agencies an **integrated suite of products and services** designed to protect the privacy and confidentiality of your employees, your organization and your community. **Wherever sensitive information is found, Shred-it has a service to protect it.**



On-demand Document Destruction

For one-off requirements and periodic de-cluttering, we have an On-demand Shredding service to meet your needs.

- » Several service options ranging from on-site, off-site and even drop-off
- » Barcode scanning at every touchpoint, integral to our secure chain of custody
- » Shred-it Certificate of Destruction after each service



Regularly-scheduled Document Destruction

With regular Document Destruction, you can be confident that private information is secure every day, not just on shredding day.

- » On-site and off-site destruction options
- » Secure, locked containers in high paper production areas
- » A set pick-up schedule to avoid any overflow
- » Secure chain-of-custody at every touchpoint
- » Certificate of Destruction after each service
- » Secure totes; locked trucks; GPS-tracked fleets; secure, monitored facilities



Electronic Media Destruction

Secure physical destruction of media is the only way to be sure that your confidential information remains secure - no matter what format. From old computers and printer hard drives to memory sticks and CD ROMs, we shred it all.

- » On-demand or regular service options to suit your needs
- » Shred-it destruction machines are specifically designed to destroy your hard drives and electronic media so that data can never be retrieved or reconstructed
- » HDD shearing or crushing depending on location
- » Locked containers for disposal of old hard drives and media are available

Sources:

- 1 Cost of a Data Breach. Ponemon Institute. 2017.
- 2 Privacy Rights Clearinghouse. privacyrights.org. 2018.

PLEASE REFERENCE CODE N2159 TO ACCESS THE U.S. COMMUNITIES CONTRACT PRICING!
Call 855-856-4805 or visit shredit.com/us-communities

