

# Do you have all your printed material?

Confidential documents left at printing stations are vulnerable to snooping and can increase your security risks.



For more tips on protecting your information and making your workplace secure, please visit the Shred-it Resource Center at **shredit.com** or call us at 1-800-697-4733.

# STOP! That should be shredded.

Disposing information in unsecure bins increases your risk of fraud. Securely shred all documents to eliminate guesswork and ensure your paper is recycled.

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# Don't delete. **DESTROY!**

Securely destroying hardware is the only way to ensure that the data stored on it is completely gone.



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# Don't forget to lock up.

Locking storage units and filing cabinets prevents unauthorized access to confidential information and helps decrease the risk of fraud.

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