

Information Security Best Practices: Part 1

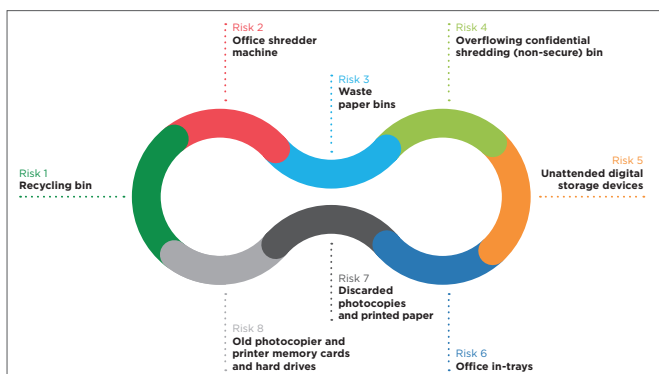
It ensures reputational risk, identity theft, fraud and malicious employee risk is minimised whilst enabling DPA compliance

No organisation is bulletproof when it comes to information security and the risk of a data breach. Employee-related security risk is a significant source of data breach. Many breaches of data protection are careless blunders that can be reliably avoided if you take steps to protect commercial information and personal data and communicate a zero tolerance culture on information security risk.

Key questions

- How strong are security policies and procedures?
- When were they last reviewed / updated?
- What electronic data should be encrypted?
- What documents contain commercially sensitive material?
- Is personal data treated differently to commercial material? If so, why?
- How effective is your information security training for staff and associates?
- When was document security, general waste and recycling reviewed?
- Do staff know what to recycle / what to shred: do they get it right?
- What happens to recycled paper and is there a vendor security risk?
- Is physical security and the eight most common office risks covered?

8x top office risk areas



What you can do

1. Get an independent risk assessment from an information security specialist
2. Move to locked consoles and locked wheelie bins throughout the workplace and a 'shred-all' paper and recycle policy (it's 50% less expensive than five years ago and will mitigate risk)
3. Educate employees and associates about identity and data security risk (lift stickers, desk cards, posters, intranet, welcome packs for new hires / contractors...)
4. Ask your outsourced information security and shredding firm to help implement a zero risk culture and best practice
5. Consolidate paper and hard drive shredding and recycling with an accredited vendor
6. Visit the ICO and The Shredding Alliance for more information

About The Shredding Alliance

The Shredding Alliance is an ISO 9001 accredited data security and shredding service. Over 7,500 customers choose between on-site or off-site to manage, shred and recycle paper and hard drives and branded material to comply with DPA guidelines and the Weee Directive. Accumulatively, they recycle over 40,000 tonnes of paper, off-set over 50,000 tonnes of carbon and save over 650,000 trees annually.

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