

# **Privacy protection in business is more important now than ever before**

## **How shredding documents can save your business**

By Dalton Wood

In today's world of ever increasing technology, data protection is becoming more and more difficult for businesses to handle. Businesses are responsible for handling massive amounts of personal information about their customers and can face severe law suits for not keeping that information confidential. To keep their data safe companies have paid expensive fees to protection software companies which guarantee the protection of their computer networks. However, many companies still rely on personal shredders above trash cans for the destruction of hard documents.

These documents may contain not only personal information of customers that can be used by identity thieves to get credit card, take out loans, and severally damage their credit, but it could also contain trade secrets or other sensitive information about your company that would be damaging if leaked.

Fortunately there are companies, similar to those who handle software protection, which will take responsibility for properly destroying these documents.

This paper will discuss how businesses face legal issues and potential damage by not having a document destruction policy in place and how finding a reliable service is key to maintaining security.

### **Not having a policy can hurt your business**

Many businesses are unaware of the potential dangers of not properly destroying hard documents. Documents that are either simply thrown away, tore apart, or shredded in a common personal shredder can easily be reassembled by identity thieves. Also, these techniques do not reduce a document to a small enough size that would render any information on that document unreadable. In fact, these techniques may leave large sections of information together that does not need to be reassembled to gain information from. Every year businesses report an average loss of around \$45 billion dollars due to corporate theft or loss of trade secrets. A large portion of this number comes from information stolen due to poor document destruction.

If just protecting your trade secrets is not enough consider that it is now a law that a company must have a proper document destruction policy. Not having one is a violation and the business may be subject to steep penalties. Also, any civil law suits brought against you for loss of confidential information may have punitive damages if you do not have a policy in place. Let us help you develop a destruction policy.

### **What can you do to protect yourself**

The safest way to guarantee that your documents are properly destroyed is to hire a reputable company that can ensure that complete destruction of sensitive information. Shredding is the preferred technique and modern large shredders can reduce the size of a document down to thousands of pieces that are less than fractions of an inch in size.

Today there are several such organizations that handle this kind of duty, and they come fully insured taking the liability for information lost through mishandling of document destruction off of the company and onto the shoulders of the document destruction business. Also, using a service can reduce your overhead costs because the cost of disposing of the paper once it is destroyed falls on the destruction service. Many companies still throw paper out with the regular trash, however these shredding services often recycle the paper and charge significantly less than trash companies to haul the paper away.

### **What can Burgmeier's Shredding do for you**

As a member of the National Association for Information Destruction we can take all of the hassle off your hands. We have a mobile shredding truck that will come right to your business and destroy any documents on site and you will also be issued a certificate of destruction as proof of proper handling procedures. Furthermore, we offer a regular shredding service and will provide your business with secure lock boxes where sensitive documents may be placed to wait for destruction. Then on a set schedule one of our handlers will come and empty the box and shred the documents on site. All of our handlers are insured and bonded and we will guarantee insure any theft for over \$1 million dollars.

We offer the lowest rate around and are willing to work with your business to ensure your satisfaction with our services. We handle every account personally and always guarantee the best service in shredding

**Contact us**

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