



Top Tips for helping businesses shred and shred properly

Know the risks: please make sure all employees know the risks of paper-based identity fraud by holding meetings and disseminating information.

Decide what is unsafe: companies should make a list of which documents need to be shredded. Please do not leave it to chance and intuition. If it is a sensitive document, please remember it is not safe until it is shredded!

Please do not let it pile up: shred as you go so it becomes a daily or weekly habit. Not only will this save you time in the long run, and help you to work more efficiently, but you will be protecting yourself, colleagues, company and clients.

Maintain productivity: Avoid disruption and maximise productivity by using the latest generation of 'smart technologies'... jam proof technology with eliminates paper jams and powers through tough jobs – a true time-saving solution.

Choose a shredder that is best suited to your needs: remember security is paramount. Businesses need to determine what level of security they need, depending on what documents need destroying

A strip-cut shredder will provide basic security. With this type of shredder, it would be pretty easy for someone to piece together the original document.

With cross-cut shredders, paper becomes extremely difficult to assemble and read. An A4 sheet of paper will be shredded into approximately 300 particles, significantly increasing the security stakes.

If you are shredding highly confidential documents, and you need an even higher level of security, then you should consider a micro-cut shredder. Shredding an A4 sheet of paper with a micro-cut shredder will result in more than 3,700 particles.

For more information on solutions, please visit this page;

<http://www.officetechnology.ie/products/desktop-printers-products/office-products/shredders/>

If you need help on choosing a shredder, please call us on 01 460 44 44 or email info@officetechnology.ie or complete this form <http://www.officetechnology.ie/contact/>

