

SECURE SHREDDING BEST PRACTICES

WHY SHREDDING IS IMPORTANT FOR YOUR BUSINESS

As an organization, you need to protect your critical information. Secure Shredding is an ideal solution for organizations that need ongoing, verified destruction of sensitive paper documents. Plus, it's secure, convenient and environmentally-friendly.

Does your business model include a sound strategy for managing and protecting your critical information? If your company lacks a coordinated information management strategy, you may encounter:



SPACE INVADERS

You risk crowding your office with file cabinets instead of space for your employees or important business tasks.



DANGEROUS INEFFICIENCIES

Don't chase new business without on-demand access to required information.



WASTED BUSINESS INTELLIGENCE

Records are crucial to your firm's collective brain, but useless if you can't find them.

WHAT ARE THE BENEFITS OF HANDLING YOUR INFORMATION PROPERLY?



PRESERVING YOUR CUSTOMER RELATIONSHIPS



COMPLIANCE WITH INDUSTRY REGULATIONS



A STRONG DEFENSE AGAINST LEGAL CHALLENGES

WHY SHREDDING IS IMPORTANT TO YOU

Paper shredding is an important part of protecting your family, just as much as locking the front door at night. To protect your credit, your privacy, and your customers, homeowners and home-offices need to shred their important documents. Don't forget; it's required by law.

WHY SHRED?

PREVENT IDENTITY THEFT OR DATA BREACH

There's no law preventing people from going through your trash. Your everyday functions around the house can require large amounts of information that could be useful if a thief were after your identity or information. Shredding protects you from identity theft, the nation's fastest growing crime.

FREE UP SPACE

Sensitive information should never be kept for longer than is necessary. People often shred because they no longer have room to store all of the paper that they have accumulated over many years. Shredding lets you create new space in your home or office, eliminating the hazards associated with overburdened file cabinets and boxes.

RECYCLE - SAVE THE EARTH

Recycling paper just makes sense - and all you have to do is watch your documents get dropped into a secure container. Shredding allows you to turn unnecessary, excess paper into new products, and promote a more sustainable planet

WHAT TO SHRED?

Anything that has a signature, account number, social security number, or medical or legal information should be shredded.

EXAMPLES INCLUDE:

- > Address labels from junk mail and magazines
- > ATM receipts, Bank statements
- > Birth certificate copies
- > Canceled and voided checks
- > Credit and charge card bills, carbon copies, summaries and receipts
- > Credit reports and histories
- > Documents containing maiden name (used by credit card companies for security reasons)
- > Documents containing name, address, phone or e-mail address
- > Documents relating to investments
- > Documents containing passwords or PIN numbers
- > Driver's licenses or items with a driver's license number
- > Employment records
- > Employee pay stubs
- > Expired passports and visas
- > Unlaminated identification cards (college IDs, state IDs, employee ID badges, military IDs)
- > Legal documents
- > Investment, stock and property transactions
- > Items with a signature (leases, contracts, letters)
- > Luggage tags
- > Medical and dental records
- > Papers with a Social Security number
- > Pre-approved credit card applications
- > Receipts with checking account numbers
- > Report cards
- > Resumés or curriculum vitae
- > Tax forms
- > Transcripts
- > Travel itineraries
- > Used airline tickets
- > Utility bills (telephone, gas, electric, water, cable TV, Internet)

WE PROTECT WHAT YOU VALUE MOST™

ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com for more information.

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FAQs



Frequently Asked Questions - Secure Shredding

Q. Why should I shred my documents?

A. Secure shredding allows businesses to safely and cost effectively destroy unnecessary paper-based documents that may contain confidential information. Shredding can help prevent identity theft or data breach, free up space, and recycle documents.

Q. What can I shred?

A. All paper documents can be shredded, with no need to remove staples or paper clips. Example documents include bank statements, bills, driver's licenses, employment records, employee pay stubs, medical records, tax forms, and legal documents.

Q. Is Iron Mountain NAID (National Association of Information Destruction) certified?

A. Yes, Iron Mountain has achieved NAID AAA certification at all of its North American operations.

Q. Can you come to my house?

A. Yes, residential shredding services are available in most locations. Please note that the Iron Mountain associate will not be able to enter a residence to retrieve documents.

Q. How frequent is the service?

A. Service frequency is determined by the subscription package purchased. Frequency can range from one-time pickup, to weekly, bi-weekly, and monthly.

Q. Can I do a one-time pickup of documents to be disposed?

A. Yes, one-time pickup options are available and are priced based on the number of boxes or bins being serviced.

Q. How do I get my containers?

A. Iron Mountain will drop off containers at your service location at an agreed upon time and date once the new account setup process is complete.

Q. What type of containers do you have?

A. Iron Mountain offers 65 gallon bins (which hold approximately 230 lbs.) as well as 32 (which hold approximately 100 pounds) and 16 gallon consoles (which hold approximately 50 pounds).

Q. Do I need to enter customers email address?

A. The customers email address must be entered in order for them to receive their Confirmation email.



FAQs

Frequently asked questions



Q. How is the service priced (container or by the pound)?

A. Pricing will be determined based on the subscription package purchased. There are numerous subscription options with differing number of containers and pickup frequency.

Q. How does this differ from a recycling program?

A. While all shredded paper is recycled by Iron Mountain, secure shredding ensures that documents are protected and verified that they are destroyed. Standard recycling programs offer little to no protection of confidential documents.

Q. How do I manage my service?

A. Services are conveniently managed using Iron Mountain's IMConnect online customer hub. On this portal, you can view and update service scheduling, view service details, and access their green report detailing the volume of recycled material.

Q. What happens to paper after it is shredded?

A. All shredded materials are recycled into new paper products.

Q. Do you offer a certificate of destruction?

A. Yes, all customers will receive a certificate of destruction once service is complete.

Q. What happens after I buy the service?

A. Once you are signed up for the service, you will be contacted directly by Iron Mountain to confirm service location, details, and schedule.

Q. How is the stored material kept safe before it is shredded?

A. All documents are deposited into a locked bin and follow Iron Mountain's patented chain of custody solution that helps to protect information in transit with patented security features and

Q. Who is going to bill me?

A. You will be billed by Office Depot directly.

