



Shred – don't bin it!

HSM's essential guide to Data protection

Authorised dealer



Don Ruffles Limited
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Great Products, Great People.

Changes to Data Protection Legislation

From 25 May 2018, the European General Data Protection Regulation (GDPR) replaces all previous data protection laws and applies throughout the EU and the UK.

These simple checks could help you remain **GDPR compliant**.

If you answer **"YES"** to any of these questions, contact your HSM dealer.

?

Do you hold customer information on paper



?

Do you have sensitive information on optical media



?

Do you have important or private information stored on hard drives



Still in doubt or want help from our experts?

Speak to a HSM dealer today, who will be able to help you with your paper, media and hard drive shredding solutions.

hsm.eu/uk

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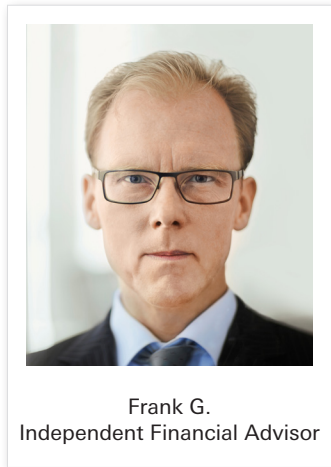
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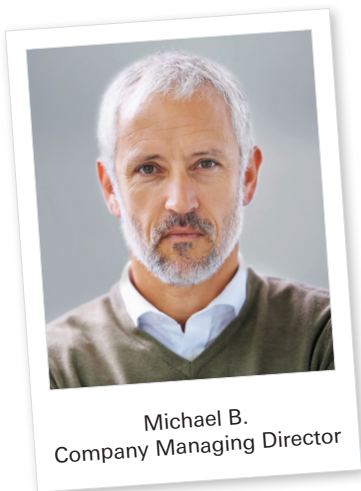
Don't make the same mistake! Shred – don't bin it.



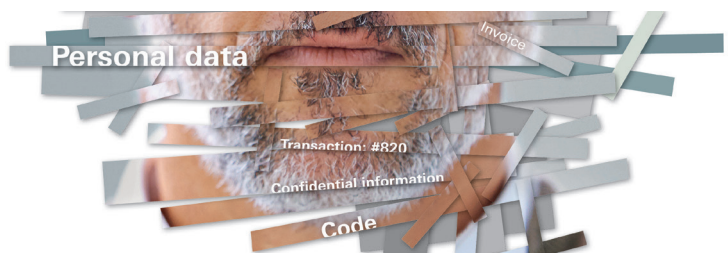
Why did it have to be me? Millions of people buy goods online every day – but it had to be me who got my identity stolen! Just because I threw the delivery note from my last order into the bin, fraudsters were easily able to place orders using my customer number and address – and I ended up paying for everything! It's the first and last time this happens to me! From now on, all documents which I no longer require with my personal details on them will go straight into a HSM shredder.



Why did it have to be me? I finished working on my clients end of year accounts and threw the paper tax documents in the bin. Imagine my surprise when I discovered that a reporter had fished them out and made them public. Now I am the subject of a journalistic investigation into data security and I am seriously worried about my professional reputation. It's the first and last time this happens to me! From now on, all documents from a client which I no longer need will go straight into a HSM shredder.



Why did it have to be me? I'm usually careful but this time I threw important research and development plans into my office bin. As a result of this action, the company I work for is now being blackmailed. I'm in a really difficult situation, my company and job are at risk - I either pay the money or else the plans will be sold to our competitors. It's the first and last time this happens to me! From now on, all hard copies which are no longer required will go straight into a HSM shredder.



They all agree:

any documents containing confidential personal or commercial data should be shredded.

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Choosing the right shredder: Helping you to meet GDPR Compliance



- 1 HSM SECURIO B24 a typical Small Business shredder for use by 3-5 people.**

Shreds over 400 A4 sheets into a 34 litre bin at P-4.

- 2 HSM SECURIO B32 a typical Medium Office shredder for use by 5-8 people.**

Shreds over 1,000 A4 sheets into a 82 litre bin at P-4.



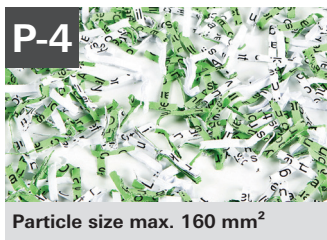
- 3 HSM SECURIO P40i a typical Departmental shredder for use by up to 15 people.**

Large 145 litre bin holds approx 1,800 A4 sheets at P-4.

- 4 DISCS AND DIGITAL MEDIA - HSM produce a range of solutions for all digital media types.**

Please contact your HSM dealer for information

Which paper security level do I need?



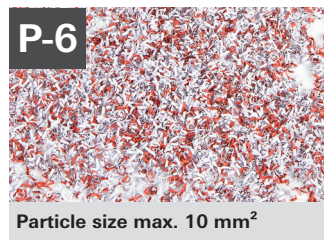
P-4 Security level

Most common cross cut shred size for normal commercial use. Good combination of security and performance, suitable for normal personal data.



P-5 Security level

Micro cut shred size for more confidential documents. Perfect for HR and Finance departments and suitable for sensitive data.



P-6 and P-7 Security levels

Security and highest security cut shred sizes for the most confidential documents. Suitable for secret intellectual property documents and highest government classifications.



3 years warranty for the HSM SECURIO document shredders with lifetime warranty on solid steel cutting rollers at security levels P-2 to P-5. Cutting rollers are impervious to staples and paper clips.

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How do you deal with confidential paper waste and digital media?

Some of the most valuable information belonging to companies and individuals is not always securely locked away. Often, it is found left on desks, near printers and in the waste paper bin.

Think about what happens to those confidential documents...

The best policy is to shred all internal documents as a matter of routine. Ask yourself, do I need this document on paper anymore? and follow these simple steps:

- ! **Have a shred everything policy – destroy it now!**
- ! **Shred little and often to make it quick and easy.**
- ! **Don't forget if you are a mobile or home office worker, you will also need a small shredder.**



Personal data (copies of customer orders, delivery notes and invoices)

Sensitive data (HR records)

Commercial data (financial documents, business strategy and policy as well detailed product and patented information)



The responsibility for organising data protection lies with the company.

Paper records, hard drives and data media such as CD-ROMs are all potential areas where confidential information could be compromised.

Did you know ...

45% of the paper printed in offices is thrown away by the end of the day¹⁾

The average office worker uses 10,000 sheets of copy paper every year¹⁾

20% of UK office workers admit to never shredding their work documents¹⁾



Consider the possibility - fines reaching up to €20 million, or 4 percent of annual global turnover, could hit your business if you fail to remain GDPR compliant.

¹⁾
<http://www.thepaperlessproject.com/facts-about-paper-the-impact-of-consumption/>
<http://www.fmj.co.uk/uk-businesses-admit-gdpr-confusion/>
<https://www.itgovernance.co.uk/dpa-penalties>

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HSM – the company

Shredding and Compressing.



Since 1971, HSM has been pursuing a clear strategy – a consistent commitment to “Made in Germany” quality. This product and service quality is the key to our success in both the office technology and environmental technology business sectors. As a specialist in products and services for data protection as well as technologies for improving logistics and recycling processes, HSM is one of the world’s leading providers in these sectors.

Contact us now! We are always glad to help.

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