

What is iShred?

- We are an on site secure document shredding service
- Easy process: just put your documents in the iShred bin and we'll take care of the rest
- You can watch the shredding process on site on our CCTV
- We use reputable paper recyclers: No landfills
- Simple, economical and environmentally friendly
- Protect your sensitive information
- Avoid the risk of breaching the Privacy Act 1988

Why iShred?

- Affordable paper shredding solutions
- Takes place on site: we'll come to you!
- Tailored solutions: Don't pay any more than you have to
- Available through most of metropolitan Melbourne (Call us for details)

Assess Your Risk

Please take a moment to complete the Risk Assessment (inside). This should assist you in determining if your business complies with the Privacy Act, or contact us for more information.

Get in touch

1300 763 688
sales@ishred.com.au
www.ishred.com.au

i | s | h | r | e | d

secure

onsite

document

destruction

On site Secure Document Destruction

iShred provides economical and proactive solutions that enable your business to comply with the dramatic changes to the Privacy Act. Our Customer Service Representatives are available to answer all your questions and tailor a solution for your business.

What's Changed?

On March 12, 2014, the new reforms of the Privacy Act 1988 became active. These amendments require businesses to provide greater safeguards for the sensitive information of individuals and corporations. The Australian Information Commissioner also has greater powers to seek civil penalties in the case of serious or repeated privacy breaches, and to conduct assessments of privacy performance.

If prosecuted, corporations can face penalties of up to \$1.7 million, while 'others' can face penalties of up to \$340,000.

Risk Assessment

DOES YOUR BUSINESS...?

YES NO MAYBE

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Currently have a method for disposal of confidential documents / information?

Engage in a method compliant with the new reforms?

Conduct a reference check on current and new suppliers under the reforms?

Utilise a secure and locked receptacle for the holding of documents prior to destruction?

Attend to regular security audits relating to the handling of expired documents?

Review or adhere to the current company policy regarding expired documents?

Provide suitable training to employees regarding non-controlled documents?

Have policies and instructions of when documents need to be destroyed?

Use clearly identifiable archive cartons for storage of documents?

Have a register of the contents in each carton and a destroy date?

Have a locked room or space for storage of sensitive documents with limited access?

Use a Secure On Site Shredding Service?

IS YOUR BUSINESS...?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conducting works outside the office using business literature and third party details?

Aware of those documents and are they secure, if not required?

Providing suitable training to employees regarding a "Shred All' Policy?

ARE YOUR DOCUMENTS...?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shredded by internal methods?

Taken away to be destroyed?

Manually sorted prior to shredding by your current supplier?

Collected at weekly, fortnightly, monthly or as needed?

Destroyed at your place of business where you can visually witness the Shredding?

Add up the number of 'No's:

1-3: You're doing a good job | **4-6:** You've got work to do. Contact us for a consult. | **10+:** You're at significant risk. Call us today!