



REXEL

Secrets & Shredders

All you need to know about keeping
your personal information safe,
both at work and at home



Data Protection Act 1998



Secrets & Shredders

Paper, paper everywhere

It is important to keep confidential information safe both at home and at work. Documents should be stored safely and as soon as they are out of date should be disposed of carefully and securely.

Shredding offers a quick, clean, convenient solution for disposing of confidential documents.

This booklet explains why and what you should shred and will help you to choose the best shredder for your needs.

Secrets and Shredders contents:

Page

- 1 Sources of confidential information*
- 2-3 Document security at work*
- 3-4 Document security at home*
- 6-7 When to shred/When not to shred*
- 8 What to do with shredding waste*
- 9 Types of shredder and security.*
- 10-11 Considerations when choosing a shredder*
- 12-13 Rexel shredders*



The electronic revolution has led to more paperwork being generated than ever before.



Computers- in a typical office, virtually everybody now has a PC or laptop on their desk, all capable of receiving, storing and generating masses of confidential information.

Computers- are also used more and more in the home, both for work and personal use.

“More than 1 in 3 of all households now have a computer at home, frequently used for doing the household accounts as well as for leisure activities”

Internet Banking – so many transactions are now carried out on the internet it is so easy to download information, and to print off private or confidential material that could be of value to a criminal.

Email – today, email is a common method of communication and it's so easy to communicate with lots of people at once, yet many people still like to keep a printed copy of important correspondence, which means more and more printed copies in circulation.

Centralised printers – although some people still use a personal printer in the office, they also have remote access to a centralised colour or heavy-duty machine. And it's these printers that are often used to churn out multiple copies of

presentations, financial projections and spreadsheets. If you've printed too many, be sure to shred the surplus!

Photocopiers – a centralised, departmental copier is a prime target for snoopers. It's easy to walk away when you're making multiple copies, but the subject matter could be of great interest to someone else. A shredder sited alongside the copier makes it easy to dispose of spoiled or surplus copies.

CDs and credit cards – it's not just paper-based information that needs to be disposed of securely. CDs are often used to store large files of sensitive data and expired credit and debit cards still contain valuable information to a fraudster. Many Rexel shredders can now shred unwanted CDs and credit cards for maximum peace of mind.



Secrets & Shredders

The importance of document security — at work



The Data Protection Act:

The Data Protection Act 1998 is designed to ensure that all personal data including sensitive information* is handled and disposed of safely and securely. It covers personal data stored on computer or in a paper-based filing system and applies to anyone who holds such data for any reason.

**personal data relating to ethnic origin, religion or political beliefs, trade union membership, etc*

The Seventh Principle of the Act states that “appropriate technical and organisational measures” must be taken to protect personal data, and gives advice on appropriate security measures. The list of security controls to be considered includes shredding...

“is printed material disposed of securely, for example, by shredding?”

Many people are still surprisingly unaware of the Data Protection Act and its stringent requirements. One survey revealed that over 90% of established businesses (turnover of £1 million plus) felt they needed reminding of or were not at all familiar with, current guidelines regarding the disposal of confidential business information. Only 25% of businesses feel satisfied that their business disposes of confidential information in a secure manner. There is lots of information about the data protection act on:

www.informationcommissioner.gov.uk



So who needs a shredder — at work?

Areas at risk at work!

Most people would agree that financial information of any kind needs to be disposed of securely. So a shredder is a must in departments like Accounts and IT. But there are many other risk areas in business today – here are just a few to think about...



RISK AREA	TYPE OF INFORMATION AT RISK
Personnel	Salary details, personal data, restructuring plans, pension records, banking details
Sales & Marketing	Sales forecasts, customer data, competitor information, new product development
Production	New tooling, drawings, costings, work schedules
Reception	Visitor information, staff movements
Photocopiers/ printers/fax	Wherever there's a photocopier, printer or fax machine, there's a security risk through spoiled, surplus or simply forgotten sensitive documents

Secrets & Shredders

The importance of document security — at home

Research by fraud protection company Experian shows that 86% of Britain's rubbish bins contain information of use to fraudsters. As a result, **'bin raiding'** has become a growing phenomenon with 75% of local councils admitting it is a problem. Bank statements, credit card slips, utility bills, etc. are carelessly discarded or simply torn in half before binning.



In this age of 'plastic', credit card fraud is a growing problem.

According to the UK payments association (APACS)* £504.8 million was obtained fraudulently using credit and debit cards in 2004.

Card-not-present fraud is also growing because so many people

now use their cards to buy goods by phone, fax, mail-order or over the Internet. All the fraudster has to do is obtain the owner's card details from a credit card slip or receipt.

One of the key pieces of advice from Card Watch, a UK banking industry initiative managed by APACS, is "Don't carelessly discard receipts from card transactions. If possible, shred any documents that contain information relating to your financial affairs."

* APACS is the UK trade association for payments and for those institutions that deliver payment services to customers.

"That's well over £1 million per day!"

Identity theft

Identity theft is a particularly alarming type of card fraud, and one that seems set to grow despite the introduction of secure chip and PIN cards. A criminal will use stolen or false documents to open an account in someone else's name, or simply take over an existing



account by gathering sufficient personal information about the intended victim. For example, discarded utility bills could be used to open some types of account. To prevent this type of fraud, Cardwatch advises cardholders to dispose of bank statements, utility bills and receipts carefully, shredding them if possible.

According to recent research by Acco UK, two thirds of the population fail to destroy confidential documents completely when they have finished with them.



Areas at risk in the home and home office!

RISK AREA	TYPE OF INFORMATION AT RISK
Home Office	Many people now work from home, either part-time or full-time, so many of the documents described on page 3 can also be found in the home. But other sensitive material can include: Copy invoices, supplier information, annual accounts, VAT returns.
Home Management	Credit card slips, bank statements, utility bills, mortgage details, building society accounts, savings information.

Secrets & Shredders



When to shred

Try to get in the habit of shredding all unwanted documents, but especially those of a confidential or sensitive nature.

at work

- When you're clearing out filing cabinets, cupboards and drawers, keep the documents you need and shred the ones you don't.
- When you've printed or taken too many copies of a sensitive document, shred the surplus.
- When you've spoiled a copy of a sensitive document, shred it.
- When you've finished with any document in which someone else might show unwanted interest, whether internal or external, shred it.

at home

- When you're having a clear out, file the documents you need to keep, shred the ones you don't.
- When you're sent unwanted information containing your name and address or any other personal details, shred it.
- When you've finished with statements or expenditure breakdowns, shred the evidence.

ALWAYS shred credit card slips, bills receipts, etc when no longer needed.

When not to shred at work

- Businesses are required by law to keep certain information for a specified period, as are the self-employed.
- The time varies, but petty cash records, for example, must be kept

for 6 years (including the current year) and personnel records for 7 years (after employment ends). Check with the appropriate authorities.

at home

- Under the self-assessment tax system, all taxpayers are required to keep records of their income and capital gains for at least 22 months and may need to trace records back for up to 6 years.
- Also under the self-assessment rules, the self-employed and partnerships must keep records of their income and capital gains for the past 6 years as well as the current year.
- Bank statements, household bills, etc should be kept for at least a year – or longer, if you want to compare expenditure over a specific period.
- You may want to keep receipts for guarantee purposes.

ALL documents which you keep, should be kept in a secure place.



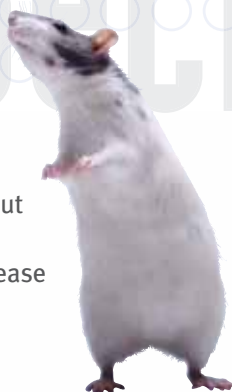
Secrets & Shredders

What can I do with the shredded waste?

Shredded waste paper is easy to dispose of, or can be recycled in a number of useful ways ...

Animal bedding

Shredded paper makes a cheap, allergy-free alternative to conventional hay and straw. It's warm, comfortable and easily replaced – but only use straight cut strips as cross-cut shreds aren't suitable. (Some inks are toxic, please check before using as bedding.)



Packaging

Shredded paper can be used to line boxes and protect even the most awkwardly shaped items. It's cheaper and more environmentally friendly than polystyrene chips or bubble wrap!

Decorative packaging

Shredded coloured paper makes great packaging (gift shops use it all the time!). It's cheaper than tissue paper and you can create some great colour combinations!

Confetti

Check with the Vicar first, but high security cross-cut shreds make very effective confetti!

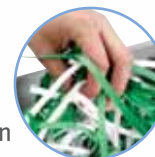


What do I need to consider when choosing a shredder?

HOW SECURE IS SECURE?

Ribbon/Straight cut shredders

Choice of shred width
Faster throughput
Higher sheet capacity
Cheaper to buy and run



Confetti/Cross-cut shredders

High level of security
Choice of chip size
Easier waste disposal
Less bin emptying



The shredder you choose depends very much on your security needs. Straight cut shredders literally tear the paper into long strips, which vary in width according to the security level. Cross-cut shredders chop the paper into tiny chips so they offer a very high level of security. Cross-cut shredders also have other advantages in that the shredded chips compact under their own weight so the wastebin needs emptying far less often.

Which Security Level?

Rexel shredders are classified according to the widely recognized DIN security standard, DIN 32757. This grades the shred size from S1 to S5.

SECURITY LEVEL	SECURITY CLASSIFICATION	SHRED SIZE
S1	Basic	6.1 – 12mm straight cut
S2	Everyday	2.1 – 6mm straight cut
S3	Confidential	2mm or less straight or 4mm x 80mm cross cut
S4	Highly Confidential	2mm x 15mm cross-cut
S5	Top Secret	0.8 x 13mm or less

Secrets & Shredders








Q HOW MANY PEOPLE WILL BE USING THE SHREDDER?

1-2	A small personal or home office shredder should be sufficient
3-5	A small office shredder can cope with increased usage
6-12	A general office shredder should be adequate
13-20	A departmental shredder can cope with this number
21+	Consider a heavy duty centralised shredder

Q WHAT WILL THEY BE USING THE SHREDDER FOR?

A4 paper	Choose a 220 – 260mm entry width
A3/computer printout	Choose a 420mm entry width

Q HOW OFTEN WILL THE SHREDDER BE USED?

Number of documents per day	Type of shredder	
Up to 20 documents	Small home or office	
20 – 30 documents	Personal	
Up to 100 documents	Small office	
100 – 200 documents/printout	General office	
Over 200 documents/printout	Departmental	
Over 500 documents/printout	Heavy duty	
Highly sensitive material	High security	



Most people find they use their shredder far more than they originally envisaged, so go for a higher sheet and bin capacity if you can.

Q WHERE WILL THE SHREDDER BE LOCATED?

in the office

- Unless you have large quantities of documents to shred, it may be more effective to have a number of small office models rather than one centralised machine. It is much safer to shred sensitive material on the spot, as soon as it is no longer needed.
- A photocopier or remote access colour printer represent prime risk areas in any office, so make sure you have a shredder close at hand.
- Larger shredders and heavy-duty models will inevitably make a certain amount of noise while operating and will be visited by many members of staff. These factors should be borne in mind when siting larger machines.

at home

- Most home office shredders are neat and compact, designed to fit discreetly under a desk or in a corner. All Rexel home office shredders come complete with a matching wastebin, so they're easy to move around if required.



Many offices today are open plan, so the look of your shredder is important. Rexel shredders are discreet and stylish, designed to complement any environment.

Where can I find out more?

ABOUT REXEL SHREDDERS, STOCKISTS, PRODUCT LITERATURE

Visit www.secretsandshredders.co.uk

Email information@acco-uk.co.uk

Call the Acco Information Line on 0800 252359

ABOUT SERVICING REXEL SHREDDERS, MAINTENANCE CONTRACTS, ETC

Visit www.acco.uk/service or call 0845 658 6600

ABOUT THE DATA PROTECTION ACT

Visit www.informationcommissioner.gov.uk

ABOUT RETAINING FINANCIAL RECORDS

General

Visit www.inlandrevenue.gov.uk or contact your local tax office

Self Assessment

Visit www.inlandrevenue.gov.uk

Customs & Excise (VAT)

Visit www.hmce.gov.uk

ABOUT GENERAL FRAUD PREVENTION, INCLUDING IDENTITY THEFT

Visit www.cifas.org.uk

ABOUT CREDIT AND DEBIT CARD FRAUD

Visit www.cardwatch.org.uk

Help is at hand: (Dealer stamp)



ACCO UK LIMITED
Gatehouse Road,
Aylesbury,
Bucks. HP19 8DT
Tel: 01296 397444
Fax: 01296 311000



5 028252 166935 >

2101295

4th Edition