

SelectShred News

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EVALUATE AND RECOGNIZE NEW WAYS OF THINKING REGARDING YOUR DOCUMENT DESTRUCTION NEEDS AND SHREDDING PROGRAM

This is the time of year to reflect on what was done and how it can be done better by evaluating the quality and cost of your document destruction service. The following are three things to consider with regard to a shredding service:

1. **Do I need a shredding service?** You should have a third party shredding vendor in place as part of a sound document security program. Office shredders do not provide adequate legal protection in the event of an information security breach. Also, no office is too small or too paperless to have a shredding service.
2. **Do I know what my current shredding service offers?** It's not always about the lowest price. You should know how your confidential information was destroyed; know where it was destroyed; know who destroyed it; and know when it was destroyed. You should know that the legal chain of custody is not broken because

your confidential information is destroyed at your location.

3. **Am I doing all I can do to safeguard the confidential information in my custody?**

You have fulfilled your obligations to protect the confidential information in your custody from its proper retention to its responsible destruction by using a NAID AAA certified company. This will keep you in compliance with federal regulations such as FACTA, GLBA, and HIPAA by having a secure document destruction program in place, including receiving a certificate of destruction for your record.

Lack of compliance with federal regulations such as FACTA, GLBA, and HIPAA can result in persons or organizations facing criminal penalties, civil liabilities, and fines for information security breaches. For example, healthcare facilities can face HIPAA fines of \$100 per violation and up to a maximum of \$1.5 million. For persons, criminal penalties are also possible up to \$50,000 and one year in prison for obtaining or disclosing protected health information.

DID YOU KNOW? A reputable shredding service can cost as low as 50 cents to \$1.50 per day and service can be customized to fit your needs on a monthly, bi-monthly, or quarterly schedule for recurring service.

Commercial

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