

GDPR May 2018



# Protect your data

PROTECT TRUST AND LEGALITY

# Why we should protect our data in paper form?

When we speak about data protection we immediately think of data stored on computers and other digital devices: but what about our data in paper form?

Every day we print and exchange millions of sheets of paper with data of every kind, including sensitive personal data. Printouts we risk losing control of, with serious legal consequences as well as loss of trust.

The **General Data Protection Regulation** also applies to data in paper form, not just data processed electronically: an information leak which could cost us dearly

KOBRA® is able to shred and pulverize even electronic memories, Solid State Drives, circuit boards, entire smartphones and tablets which contain data in digital format.





In any company office there are sensitive documents like quotations, bank records, invoices, receipts, signed copies and all sorts of data in paper form which

- **in the course of their lifetime must be protected from those who do not have any right to access them**
- **must be destroyed and no longer accessible once they no longer are of any use to the company..**



## WHY SHOULD WE PROTECT THESE DATA?

1

BECAUSE IT IS A **LEGAL OBLIGATION**, UNDER THE GDPR MENTIONED ABOVE. ANYONE WHO FAILS TO RESPECT THE PROVISIONS OF THE LAW RISK CONSIDERABLE FINES.

2

LOSS OF DATA CAN MEAN SERIOUS **DAMAGE TO YOUR IMAGE** AND LOSS OF TRUST. JUST LOOK AT THE SCANDALS RELATING TO THE POOR DATA MANAGEMENT OF EVEN MAJOR PLAYERS

# Equip the office with precise procedures and Document Shredders

## 1

### EQUIP THE OFFICE WITH PRECISE PROCEDURES

The first step you need to take is to put precise procedures in place: it's simply not enough to adopt a DIY approach, leaving it to the good intentions of the individual employee. Everyone who works in the company must know exactly what they have to do and how, with instructions varying according to the specific office (as the level of sensitivity of the data handled may depend of the level of authority of the worker involved).

## 2

### MAKE IT CONVENIENT TO SHRED DOCUMENTS

The pace can be hectic in the workplace and there can be so many tasks to get done: that's why some things can get postponed or even forgotten. This includes all the jobs which mean getting up too often from your desk, maybe even having to go to another room.

Making shredding documents more convenient is a smart way to ensure it gets done quickly and not put off till later: all you need to do is equip each office with a centrally positioned shredder or in the case of particularly delicate positions, why not each desk?



### 3

#### **NEVER LEAVE THE DESK UNTIDY**

Take time at the end of every work day to tidy up the desk, file away documents in use and shred those which are no longer needed or may no longer be used. In a desk full of paper it is only too easy to come across documents which have escaped our attention and might just end up in the wrong hands.

### 4

#### **FOURTH: SEPARATE AND SHRED DOCUMENTS ACCORDING TO THEIR USE**

We have seen how fitting out desks and offices with Shredders is a good way to ensure data in paper form gets shredded: but when there is a considerable amount of paper to destroy, for example when we periodically deal with documents which reach the end of their storage period, then we're looking for speed and power.

There are models which can deal with huge volumes of material, saving you time and resources.



# And if I outsource my document shredding to a shredding service?

The idea may be tempting: I collect all the documents to be shredded and, periodically, call a shredding service to take them away and shred them. So it's one thing less to worry about. But it might not be the best idea after all. Let's take a look at some reasons why:

- I have to accumulate a certain quantity of documents and this takes time: meanwhile the risk increases of them falling into the wrong hands.
- Even when I have a lot of documents to shred right away they still have to be transported by the company we outsourced to and are often stockpiled. In warehouses before they actually get around to shredding them.
- I lose control of the final outcome: were they actually shredded? Am I sure nothing got lost?



**OUTSOURCING** THE JOB OF SHREDDING TO AN EXTERNAL COMPANY – NO MATTER HOW SPECIALIST – **DOES NOT EXONERATE A COMPANY FROM LIABILITY** IN CASE OF MISUSE OF THE DATA CONTAINED IN THE DOCUMENTS. WHAT IS MORE, THE DAMAGE TO OUR IMAGE CAUSED BY THE DATA LEAK WOULD STILL BE OUR PROBLEM.



## WHAT CAN I USE KOBRA® SHREDDERS FOR?

KOBRA® shredders can efficiently deal with:

- paper documents of any kind
- data on optical media (CDs, DVDs, etc.)
- data on magnetic media (credit cards, floppy disks, etc.)
- data on electronic media (memory sticks, cards with chips, etc.)
- data in reduced form on micro fiche and film
- electronic memories, electronic cards, SSDs, smartphones, tablets



For large quantities of material is best to use models which can shred with great speed and the requested security level.

## HOW MANY COPIES OF THE DOCUMENTS DID I REALLY PRINT?

Reading on the screen is often hard on the eyes and the temptation to print documents we have written or that were sent to us can be very strong. But we have got to remember that each copy printed and put in circulation is one more risk of data leaks: we run the risk of leaving it lying around, handing it over to someone who loses track of where it has got to, of not knowing how many and which documents we produced and should therefore shred.

## DO I REALLY NEED THAT PHOTOCOPY?

Just like we said for the printouts, photocopies too present a risk, apart from that of forgetting the original in the photocopier (which is often also a scanner), and just taking the copy: something that happens far more often than we would like to think in a busy office day.

## WHAT LEVEL OF SECURITY DOES A SHREDDER OFFER?

The level of security of a Shredder depends on the dimensions of the particles into which the various materials are reduced.



## ELECTRONIC MEMORIES, SMARTPHONES AND TABLETS

### Security level E-3

Particle size of electronic media of max 160mm<sup>2</sup>

### Security level E-7

Particle size of electronic media of max 0,5mm<sup>2</sup>



## DOCUMENTS

### Security level P-4

The most frequently used in the office with an optimum combination between security level and speed. Particle size max. 160mm<sup>2</sup>.

### Security level P-5

Particle size very small (max. 30 mm<sup>2</sup>) making it suitable for protection of particularly sensitive data.

### Security levels P-6 and P-7

Particle size is extremely small (max. 10 mm<sup>2</sup>). For the P-6 and max. 5 mm for the P-7 making them suitable or use on secret or classified government documents.

## What to do in case of copies

- Always ask ourselves whether it is really necessary to print/photocopy a document: only make copies if it is truly indispensable;
- ensure that those who receive these copies have access rights and follow clear protocols for storing and destroying them;
- fit workspaces out with strong and durable machines to ensure that data shredding is convenient, fast and above all secure.

# But is it really so important to protect data in paper form?

We might wonder how important it really is to protect data in paper form: apart from legal considerations (enough reason in itself) why is there so much talk about these documents? What sort of problems could we run into in our day to day work? Here are a few examples which need no explanation.



## IDENTITY THEFT

Whatever the job, leaving data lying around or throwing out documents without first putting them through the shredder exposes us to the risk of identity theft.

All it takes is a transport document or any other paper that contains our details.



## HUMAN RESOURCES

We have just finished selecting new employees or collaborators, about whom we have collected a lot of information. And if this personal data were to leave the office and end up in unauthorised hands? It would lead to some serious trouble, no doubt about that.



## LOSS OF CREDIBILITY



If third parties were to get their hands on our clients' bank account details (imagine, for example, accountants or financial consultants), property details or any other information, just think what harm it could do to our image? And would our clients still be able to trust us?



## INDUSTRIAL ESPIONAGE

Often the competitive advantage of a company depends on an ability to forecast market trends and come up with competitive and innovative products or services: and if, because of some distraction, these documents ended up in the hands of competitors, how much harm could it cause?

## LEGAL DOCUMENTS



What about information relating to current legal proceedings or any other kind of legal document? Unless these papers are dealt with properly we expose our clients to risk and ourselves to damage to our image (and loss of trust on the part of our clients).





**Elcoman S.r.l.**

Via Gorizia 9

20813 Bovisio Masciago (MB)

Tel. +39-0362-593584

Fax +39-0362-591611