

The Personal Information Protection and Electronic Documents Act (PIPEDA) sets out the rules that private-sector organizations must follow when they handle personal information in the course of their commercial activities.



Take this simple test to determine your level of document security.

Wasteco Document Security Test

Answer “yes” or “no”:

OFFICE DOCUMENT SECURITY

Does your office:

1. have secure disposal of confidential information?
 Yes **No**
2. have locked totes or consoles for confidential document disposal? **Yes** **No**
3. have a policy ensuring *all* documents are securely destroyed? **Yes** **No**
4. follow current privacy legislation for business (such as PIPEDA)? **Yes** **No**
5. undertake security audits regularly of your facility/office? **Yes** **No**
6. request references when sourcing new vendors and check them? **Yes** **No**

OFF-SITE DOCUMENT SECURITY

Does your company:

7. have procedures in place to inform employees on proper document security and disposal when traveling or working off-site? **Yes** **No**

EMPLOYEE TRAINING

Does your company:

8. require full reference checks for new employees?
 Yes **No**
9. have an internal privacy officer or written document destruction policies and procedures for employees to follow? **Yes** **No**
10. review the document destruction policy with all new employees? **Yes** **No**
11. enforce a “clean desk” policy? **Yes** **No**

DOCUMENT RETENTION

Does your company:

12. have a document retention/storage policy?
 Yes **No**
13. retain banker boxes or secure storage containers marked for time of destruction? **Yes** **No**

Add up the “no” answers. Unanswered questions count as a “no”.

HOW SAFE ARE YOU?

1-3: Your business is doing a good job mitigating risk, however by partnering with Wasteco we can help your business identify potential weak spots where a future breach may occur.

4-6: You are at some risk for a breach. Let Wasteco help develop a sustainable shredding plan for immediate action and an ongoing program to navigate potential risks.

7+: You are at significant risk for a security breach. You need to act fast, as a breach could be devastating for your organization. Contact Wasteco Shredding today at 905.238.0330.