

Protection Of Personal Information Includes Proper Destruction

By Bailey Jung
Silver Bullet Shredding



Introducing Bailey Jung...



Responding to our readers' requests, *Signals* is pleased to introduce its newest contributor,

Bailey Jung. Bailey, a document security solutions provider and President of Silver Bullet Shredding Inc., will contribute articles on information security and privacy issues. Forward your questions or article ideas to Bailey through the Editor, Shawn McLaughlin, at smclaughlin@newcardealers.ca

Every business has sensitive and confidential information that could be valuable to others. Think about all the sensitive documentation your company generates on a daily basis and the potential liability or impact it would have on your company if that information fell into the wrong hands. Despite all the talk that the computer age would reduce the amount of paper used in homes and offices, technology has created the opposite effect - more paper is being consumed than ever. The vast amount of paperwork created each day also means that occasionally personal information ends up in garbage cans as a result of improperly trained or careless staff.

Under the Personal Information Protection Act (PIPA), organizations are required to comply with current privacy legislation in the collection, use, and disclosure of personal information. They must also destroy this information once it is no longer required for legal or business purposes. Failure to comply with PIPA can be damaging. A dealership's reputation can be tarnished, or worse, fines or lawsuits may result.

Identity theft is one of the fastest growing crimes in North America. Identity thieves often target businesses that collect information such as name, address, telephone number, credit information, and employment information. Contrary to what most people think, this information is not obtained by hacking into computer systems but rather by rummaging through garbage and dumpster bins. This has led to the widespread practice known

as "dumpster diving". To combat the growing problem of identity theft and other forms of information-based crimes, businesses are turning their attention to document shredding.

Generally speaking, shredding can be done by purchasing a small office shredder or by outsourcing the service to a professional document shredding provider. Many businesses purchase a small office shredder under the mistaken belief that shredding in-house is cheaper than using a shredding provider thus saving a company money. While small office shredders are perfectly adequate for the occasional need to shred a few documents here and there, they are not designed for shredding documents on a regular and continuous basis. The high capacity industrial shredders used by professional document destruction companies can shred in minutes what it would take hours to do using an office shredder. There is no need to remove paper clips, staples, or other binding materials and the entire process is quick, efficient and secure. This will save a company time and money and thus allow employees to focus on their core responsibilities. Outsourcing the document shredding needs of a dealership to a document shredding provider is cost effective and provides a company with peace of mind and the assurance that sensitive documents have been destroyed properly and professionally. It is important to note that as with all products and services, pricing will vary from one service provider to another. An important consideration is whether the document shredding is performed on-site or off-site. With off-site

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