

# How secure is your organization?

A clean desk policy is one of the simplest ways to protect sensitive information and to reduce the risk of a data breach and identity theft. Take our quiz to determine how a Clean Desk Policy can help your business!

## CLEAN DESK POLICY QUIZ

Yes = 2 points, Not Sure = 1 point, No = 0 points

### Process:

- » Does your workplace require password protected screen savers? .....
- » Does your workplace require employees to remove all documents, files and information from their desktops at the end of the day? .....
- » Does your workplace display reminders about the risks of leaving confidential information/loose documents around the office? .....

Easy-to-implement practices can help your business avoid many security risks. Your Process Score: /6

### Workplace:

- » Does your workplace provide lockable storage? .....
- » Does your workplace encourage electronic vs. paper documents? .....

To maintain security, file or lock up your documents when leaving your desk. Your Workplace Score: /4

### Training & Audits:

- » Does your workplace provide training to employees on how to handle confidential information?.....
- » Does your workplace conduct regular audits (either secret or not) of employee workstations?.....
- » Does your workplace appoint someone to monitor office areas? .....

Only authorized personnel should handle confidential documents. Your Training & Audits Score: /6

### Security:

- » Can you confirm that your workplace has never lost or exposed private customer, patient or employee information? .....
- » Can you confirm that your workplace has never experienced a security breach? .....

You are responsible for protecting the data of your customers and employees. Your Security Score: /4

GRAND TOTAL: /20

15+

#### Clean Desk All-Stars

Sounds like your workplace has a great policy in place and all employees consistently take steps to safeguard confidential information. Keep it up!

9-14

#### At Risk

Looks like your workplace has some knowledge or practices that contribute to staying secure but there is still work to be done! An official clean desk policy can help ensure you stay away from the risk of a security breach.

0-8

#### Danger Zone

Seems like your workplace needs to work on better policies and some practices in place to ensure you're staying secure or you could be looking at some hefty penalties and fines down the line, or worse – a security breach. Act now!

For peace of mind, contact Shred-it® today  
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