enterprise privacy office

To Shred, Or Not To Shred

PPU-2017-02

»The mishandling of paper documents is one of the biggest privacy risks to an organization. When it's time to dispose of paper records, here are some pointers.

- Go Non-Public By Default: Unless you are absolutely sure all of the information contained in the document is public, shred it.
- Choose the Right Bin: Recycling and shred bins sometimes look a lot alike. You can usually recognize a recycle bin by the recycle logo. Recycling bins are not secure methods for hard copy disposal. Shred bins are physically secured by padlock or some other manner. If you are unable to distinguish between the recycle and shred bins, ask your supervisor.
- Maintain the Chain: Safeguards must be in place throughout the information lifecycle. Secure the chain of custody by personally delivering documents to the locked shred bin, or shredding documents using an approved cross-shredder.

For more information, review the DIS Information Media Disposal Procedure, https://admin.sc.gov/files/SCDIS-501-Information-Media-Disposal-Procedure.pdf.

PRIVACY POWER-UP

WHAT ARE PRIVACY POWER-UPS?

- Tips to ***ENERGIZE*** privacy program Implementation.
- Pointers on information privacy safeguards, training techniques, and compliance activities.
- Synopses of privacy hot topics, research, and technologies.
- Tools for agency privacy liaisons to increase privacy awareness and establish information privacy protections.

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