



Press Release

12<sup>th</sup> August 2015

## SHREDDING BEST PRACTICE

[Fellowes](#), manufacturers of the world's toughest shredders, is on a quest to get all SMEs and home office workers shredding the right way.

With paper based fraud still rife, some definitive guidelines need to be shared on how best to shred. It's time for businesses to act on the importance of protecting confidential information and understand better shredding practice.

But why shred at all? Research has shown that employees are not taking care of company information in a safe way and leaving confidential data about themselves, clients and their businesses in plain view.

Senior management must reconsider the security of commercially sensitive information given that research the indicated that employees are reading copies of company plans and decisions left on the printer (27%), photocopier or scanner (20%).

Around a quarter of office workers (23%) leave behind confidential paper-based information belonging to the company on a train or bus, some 15% recall leaving behind confidential paper-based information in a pub and a further 12% in a café or restaurant.

Better shredding practice would not only better security but also improve productivity in the workplace too. Research showed that a third of employees think troublesome and faulty equipment takes time out of their working day and impacts their productivity. Whilst 61%\*\* stated their computers had been updated in the last two years, shredders are not. When asked what would help most to improve productivity, 18% requested for more automated equipment and technology, offering faster speed and reliability.

Darryl Brunt, sales and marketing director for [Fellowes](#), explains: "Whilst we understand the consequences of failing to increase security online with accounts, paper-based fraud seems to be a forgotten threat, especially within the workplace.

“Employees are becoming far too complacent with the security of personal information. It is vitally important not to leave confidential files around the office.

“There is a culture of underestimating how important and valuable shredding is to a company. Businesses need to replace shredders which have the latest technology and need to introduce shredding best practice in the most undistruptive way possible to maximise productivity.”

With more than half (52%) of UK employees failing to take basic precautions such as consistently shredding paper documents with private or personal information before discarding, shredding needs to become embedded within company culture.

Shredding specialists, Fellowes, has some top tips for helping businesses shred, and shred properly.

- **Know the risks:** make sure all employees know the risks of paper based identity fraud by holding meetings and disseminating information. Fellowes has created [free-to-download asset packs](#) to help protect confidential company information and empower employees to get shredding.
- **Decide what is unsafe:** companies should make a list of which documents need to be shredded. Don't leave it to chance and intuition. If it's a sensitive document, remember it's not safe until it's shredded!
- **Don't let it pile up:** shred as you go so it becomes a daily or weekly habit. Not only will this save you time in the long run and help you to work more efficiently but you'll be protecting yourself, colleagues, company and clients.
- **Maintain productivity:** Avoid disruption and maximise productivity by using the latest generation of 'smart' technologies. Fellowes shredders all have Jam Proof technology which eliminates paper jams and powers through tough jobs - a true time-saving solution.
- **Register with Companies House:** make sure you sign-up to their Electronic Filing, Proof & Monitor services which help to prevent fraudsters changing the names of your directors and effectively 'hijacking' your company.
- **Choose a shredder that is best suited to your needs:** remember security is paramount. Businesses need to determine what level of security they need, depending on what documents need destroying.
  - A strip-cut shredder will provide basic security. With this type of shredder, it would be pretty easy for someone to piece together the original document.

- With cross-cut shredders, paper becomes extremely difficult to assemble and read. An A4 sheet of paper will be shredded into approximately 300 particles, significantly increasing the security stakes.
- If you are shredding highly confidential documents and you need an even higher level of security, then you should consider a micro-cut shredder. Shredding an A4 sheet of paper with a micro-cut shredder will result in more than 3,700 particles.

For more information, please visit [Fellowes.com](http://Fellowes.com)

**ENDS**

For all enquiries, please contact [katt.ekrami@mccann.com](mailto:katt.ekrami@mccann.com) 01625 822 425

### **Notes to Editors:**

\*The research was commissioned by office specialists, Fellowes and conducted by One Poll in August 2013. For this report, qualitative research was carried out among 2000 employed UK adults.

\*\*Results are based on 661 surveys completed by full-time office employees on behalf of the Fellowes Brands between October 15 and 21, 2014 by Versta Research, Inc. Respondents were drawn from a national research panel and completed the survey online. Assuming no sample bias, the maximum margin of sampling error is +/- 4%.

### **About Fellowes**

- [Fellowes](http://Fellowes), Inc. offers an extensive range of products to equip the workspace, including paper shredders, binders, laminators, desktop accessories and record storage solutions.
- Founded in 1917 by Harry Fellowes and headquartered in Itasca, Illinois, Fellowes, Inc. employs more than 1,200 people throughout the world and has operations in 15 countries. Visit [fellowes.com](http://fellowes.com) for more information.