

Protect your Business from Security Breaches & Fraud

News reports regularly feature information breaches. In fact, the number of breaches and associated damages, in monetary penalties, and to customers and business reputations continues to rise year on year. Over £1 million in financial penalties have been handed out by the ICO during 2014.

Every business needs a plan to protect confidential information



Take Stock:

Establish what types of confidential information your business holds and identify potential security risks.



Scale Down:

Keep only the information you need for your business. The DPA specifically dictates that personal information should be only gathered and used for legitimate purposes and should not be kept beyond its useful life.



Secure it:

Make sure information you hold is kept secure at all stages of its life, whether in electronic or hard copy. This includes access controls to files and proper encryption of electronic media.



Plan Ahead:

Create a plan in the event a security breach does happen. The ICO provides specific guidance on its website www.ico.gov.uk.

Destroy:

The ICO recommends shredding paper documents when no longer needed. Make sure you use a secure and documented shredding process conducted by security experts.



Protecting your confidential business information with **Topwood** is safe, convenient and cost-effective. It's also environmentally friendly - all shredded paper and hard drives are recycled.