

TODAY YOU NEED MORE THAN AN OUNCE OF

PREVENTION



Use shredders to destroy all confidential documents before they are thrown away.

More than 10 million acts of corporate espionage and personal identity theft are committed every year, and thieves are becoming more and more proficient.



Privacy filters help increase security.

Here are some suggestions for tightening security and products that can help.

1. Consider identifying all visitors to your office and log them in and out. You'll find visitor registers and log books under "Books - Account & Record."
2. For greater efficiency and improved security, require employees to wear photo ID badges and employ a digital visitor registration/photo ID solution. You'll find software, cameras and card readers under "Badges & Holders."
3. Encourage staff to use privacy filters on their computer screens and to keep their files and desk drawers locked. Ask them to pick up documents immediately from fax machines and copiers. Set up secure printers for confidential information, and invest in shredders to destroy all confidential document before they are thrown away. See our full line of shredders.
4. Ensure smoke alarms and fire extinguishers are installed and charged throughout the facility, and test alarms regularly. Look for these products under "Safety & Security."
5. Label computer and major components with identifying information, including your company name, location of unit, and user. You'll find label making machines under "Labelmakers - Electronic."
6. Log serial numbers of computers and components so they can be easily identified and recovered if stolen, and lock them up to discourage theft in the first place. A variety of laptop and desktop locking devices are listed under "Computer Security."
7. Regularly back up all files on disk and securely store them in offsite storage or onsite in U.L. Class 125 media fire and water-resistant safes. You'll find these under "Storage & Filing - Safes."

Legislation such as FACTA and HIPAA mandates that companies safeguard their corporate, patient, employee, and customer information and assets - your business reputation and future success depend on it.

Article courtesy of:



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