

JIGSAW PUZZLES IN YOUR BIN

Tearing documents into halves or quarters does not destroy the data on the papers – you can easily piece them back together. Take extra care when disposing papers with personal data on them.



1. STOP

- ✓ Don't re-use papers containing personal data for other purposes, eg. to line a wastepaper bin or as confetti for an office party.

2. SORT

- ✓ Sort and set aside documents containing personal data for proper disposal.
- ✓ Don't leave them unattended while they await being discarded or destroyed.

3. SHRED

- ✓ Shred unwanted papers containing personal data.