

**Secure Shredding**

P. O. Box 3243, Florence AL 35630

Owner: Susan Stewart

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 No contract – No minimum for drop-offs – Free pickup\*

 Focused on the needs of individuals and small businesses.

 \*On scheduled route – 20 lb. minimum - will schedule special pickup for $10

\*\*\*20% Off Your First Shredding!!\*\*\*

 Competitive pricing – **75¢** **per pound** no matter how much you have

 Save money – don’t waste your skilled employees’ time shredding!

 Confidential – Secure – Dependable

 All shredding is crosscut – 5/32” x 1-5/8” (meets HIPAA requirements)

 Certificate of Destruction provided upon request.

 Conveniently located in downtown Florence on Mobile Plaza

 Shoals natives, family owned and operated with 20+ years in banking & insurance.

 Secure storage during transport

 We can also shred credit cards and media – CDs, DVDs, and Flash Drives.

 Licensed, Insured, and Shoals Chamber of Commerce member

 **We want to be YOUR shredding service! Give us a try!**

* + - * Small business needs
			* Cleaning out family files
			* Tax records
			* Medical records
			* Financial records
			* Personal file purging

**DROP OFF HOURS**: Tuesday and Thursday, 9 a.m. – 2 p.m. or by appointment

**PICK UP ROUTE**: Weekly on Monday

**CALL 256-762-2987 FOR MORE INFO**

**Why You Simply "MUST" Shred Papers**

Have you ever heard the term "dumpster diving"? It is a term used by private investigators or freelancers for getting into a garbage dumpster and going through documents to find out information on companies or individuals. Seems pretty disgusting to the average person, but people are paid well for the information that you throw away.

**Sredding: A Vital Necessity**

According to the National Association for Information Destruction's website (naidonline.org) "all businesses have occasion to discard confidential data." They go on to talk of various pitfalls of not handling sensitive information properly. This includes the possibility of important company, employee, or client information falling into the wrong hands where it could be misused. Who can be held responsible? You!

**HIPAA**

The Health Insurance Portability & Accountability Act legislates very high standards on the health care industry to safeguard the privacy of a patient's Protected Health Information. HIPAA basically regulates the disclosure of all information that can be connected to a particular person, except for certain incidental disclosures such as calling a name in a waiting room. The Act provides for civil and criminal penalties depending on the circumstances of the disclosure. This means that sign-in sheets, prescription book copies, payment records, etc. must be secured or destroyed properly.

**Economic Espionage**

The Economic Espionage Act of 1996 provides some pretty severe penalties for those that would try to steal your proprietary information and trade secrets. There is one caveat for you though, you must have taken reasonable steps to protect the secrecy of the information in the first place. Is your trade secret outside in the dumpster?

**Financial Modernization Act of 1999**

Also known as the Gramm-Leach Bliley Act, this piece of legislation is to the financial industry what HIPAA is to the medical industry. It also provides civil and criminal penalties for the mishandling of a client's personal information by a financial institution, as described in the Act.