

Five reasons why on site shredding is the most secure

When you are researching and shopping for document shredding solutions, you'll find many different service options and pricing models. One key differentiator is whether the company offers on site or off site shredding. While a clever sales pitch or a slick presentation may make off site shredding seem like a winning solution, there are many, very real security concerns you should consider before choosing off site shredding:

- 1. Concern:** Document storage prior to destruction.
Threat: If confidential documents are stored in open bins or unsecured containers prior to collection, the information is exposed to tremendous risk. After all, anyone who walks by the bins could potentially take whatever sensitive documents piques his/her interest.
On site solution: Top-notch providers use secure consoles that prevent documents from being removed once they are deposited. Also, look for non-moving consoles to eliminate the possibility of someone stealing the entire unit.
- 2. Concern:** Facility compliance.
Threat: The very model of off site shredding means that your documents are transported to a different location to be shredded. You'll likely not have access to the facility where the documents are destroyed and if the facility your shredding vendor uses doesn't meet compliance regulations, you'd be none the wiser.
On site solution: Destroying documents on site involves the use of a specially-equipped, secure shredding truck. The shredder is in the back of the truck and destruction takes place right away. Many providers even offer their clients the ability to watch the shredding process on site for added peace of mind.
- 3. Concern:** Transportation.
Threat: The very act of transporting non-shredded documents to the shredding facility introduces an element of uncertainty and risk. If the transportation vehicle experiences mechanical failure or become involved in an accident, its contents may become compromised. In the event such a problem occurs, your document security can become compromised, too.
On site solution: There is no transportation of un-shredded materials involved in on site shredding because the documents are loaded into the on site truck and securely destroyed.
- 4. Concern:** Contact with materials.
Threat: Each person who is in contact with intact, confidential documents poses a potential security threat or opportunity for breach. From the collection agents and drivers to the loading dock handlers and document sorters, you might be amazed and unnerved by how many times your documents are exposed to different people...and risk.
On site solution: With the documents moving only from secure consoles to the on site truck for immediate shredding, the risk of excess handlers and personnel is removed.
- 5. Concern:** Turnaround time to destruction.
Threat: As stated in the above point, each person who potentially has access to your confidential documents introduces another element of risk. With that thought in mind, it is not uncommon for off site document shredding providers to leave documents unattended on loading docks, while in the queue to be destroyed. This action introduces yet another opportunity for a security breach.
On site solution: With the actual shredding occurring on site, documents are never left unattended from the time they arrive at the truck to the moment they are destroyed.

As you can see from a brief examination of these five concerns, off site shredding introduces new, and potentially risky, variables into the document shredding equation. With increasingly rigorous compliance laws and your company's reputation at stake, it is important to consider whether it's wise to introduce any uncertainty into your document shredding solution.

