

## Relax - you're in regulatory compliance with Get It Shredded.

Because identity theft is a growing and serious problem, laws to help prevent it, and the penalties for not following these laws, are growing. If your organization is not using a shredding service, chances are you're directly violating at least one of these laws.

Two of the most popular laws are HIPAA and Gramm-Leach-Bliley. These laws require businesses to protect health and financial information and are well known for their steep penalties and increasing enforcement.

The penalties for violating HIPAA includes fines that can easily top \$500,000 and up to 10 years in prison. For Gramm-Leach-Bliley, it can be \$1 million in 10 years in prison.

## Protect against legal and regulatory violations

Here is a table that summarizes the most popular business records and the laws that prescribe steep fines and penalties for failure to destroy these records before discarding them.

Items required by law to shred or destroy	HIPAA	Gramm/Leach/Bliley	Privacy Act	Economic Espionage Act	Trade Secret Protections	I.D. Theft laws (where applicable)	Implied Contract Breach
Account data	●	●	●	●	●	●	●
Banking Info		●	●			●	●
Brainstorming notes				●	●		
Cancelled checks	●	●	●	●	●	●	●
Copies of checks	●	●	●	●	●	●	●
Customers' addresses	●	●	●	●	●	●	●
Customers' names	●	●	●	●	●	●	●
Drafts of contracts				●	●		
Education records		●	●		●	●	
Employee info	●	●	●				●
Insurance info	●	●	●			●	●
Internal memos	●	●	●	●	●	●	●
Loan info		●	●	●	●	●	●
Market analysis				●	●		
Medical info	●		●			●	●
Mis-aligned forms	●	●	●	●	●	●	●
Mis-printed copies	●	●	●	●	●	●	●
Obsolete contracts	●	●	●	●	●	●	●
Obsolete records	●	●	●	●	●	●	●
Patient billing info	●	●	●			●	●
Patient names	●		●				●
Payroll info		●	●	●	●	●	●
Phone logs	●	●	●	●	●	●	●
Phone messages	●	●	●	●	●	●	●

Purchase orders			●	●	●		
Sales call reports				●	●		●
Sales info	●	●	●	●	●	●	●
Shipping data	●	●	●	●	●	●	●
Social security numbers	●	●	●			●	●
Supplier info				●	●		●
Training info				●	●		●
Visitor logs	●	●	●	●	●		●

With Get It Shredded, you can ensure that your business is in compliance with all these laws for less effort and less money. Please call us today at (215) 442-1239.