

enterprise privacy office

PAPER RECORDS

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► **Industry research indicates that in both the private and public sectors, organizations report that most breaches have occurred due to paper records being compromised. Listed below are some tips to help protect your Agency's paper records.**

- **Reduce Your Holdings.** Create, collect, and maintain only the minimum information that is necessary to fulfill your Agency's mission, purpose, and mandates.
- **Properly Dispose of Documents.** Use a locked shred bin to dispose of sensitive documents. Do not use a recycle bin to dispose of sensitive documents.
- **Lock Documents Up.** Sensitive documents should be physically secured in locked cabinets or locked desks.
- **Keep Work Areas Tidy.** Promptly remove sensitive documents from unattended areas. At the end of each workday, secure any documents containing sensitive information.
- **Check Agency Retention Schedules.** Consult your Agency's approved records retention schedules to identify records that may be ready for storage, disposal, or archival. The SC Department of Archives and History (www.scdah.sc.gov) is also available to provide advice and guidance.
- **Travelers, Be(A)ware.** Follow Agency policy regarding the removal of any sensitive documents from the workplace. When traveling, keep sensitive documents within sight at all times. Do not check bags that contain sensitive documents.
- **Think Before You Print.** Before printing, consider keeping the document in electronic format only, if possible.
- **Know What You Have.** Identify the types of sensitive information contained in your Agency's hard copy records. Your Agency's data classification process may have captured this information. Go to <http://dis.sc.gov/PoliciesAndProcedures/Pages/default.aspx> for more information on data classification.
- **Limit Sharing.** Limit the distribution of sensitive information to only those persons who have a business or legal need to view it, and provide them with guidelines on further use or sharing.



PRIVACY POWER-UP!

What Are

Privacy Power-Ups?

- Tips to **ENERGIZE** privacy program implementation
- Pointers on information privacy safeguards, training techniques, and compliance activities
- Synopses of privacy hot topics, research, and technologies
- Tools for Agency privacy liaisons to increase privacy awareness and establish information privacy protections