

FREQUENTLY ASKED QUESTIONS

What are the benefits of a comprehensive shredding policy?

- Increased security. Company information such as payroll, legal, employment forms, credit card data and correspondence should not be exposed to most employees.
- Compliance with broad-reaching federal regulations.

Why shouldn't I attempt to do all my shredding in-house?

- Money! Using your expensive employees to operate a small, inefficient shredder is a waste of time and money. The process is noisy and creates a mess!
- In-house shredding doesn't handle large volumes and prompts employees to circumvent the process.

Why should my company contract with BEACON SECURE?

- There is no shredder to purchase and maintain.
- Increased office productivity.
- We offer locked containers to securely handle everything marked for destruction.
- As a member of the National Association for Information Destruction, we follow a strict set of industry guidelines. We provide you with a Certificate of Destruction after your material has been securely destroyed.



BEACON SECURE is an enterprise of The Beacon Group. We have a long history of operating successful businesses for the purpose of providing jobs and job training for people with disabilities.

As a BEACON SECURE customer, you receive more than the secure handling and destruction of your confidential documents. You also receive the benefit of knowing that you are providing valuable work experiences that positively impact the lives of people with disabilities.



BEACON SECURE

CONFIDENTIAL
DOCUMENT DESTRUCTION

(520) 352-9951

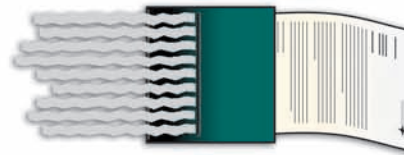
**308 WEST GLENN
TUCSON, AZ 85705**

info@beaconsecure.com

We're ready, whether you have 5 boxes or 5,000...
Contact a BEACON SECURE representative today!

www.beaconsecure.com

CONFIDENTIAL
DOCUMENT DESTRUCTION



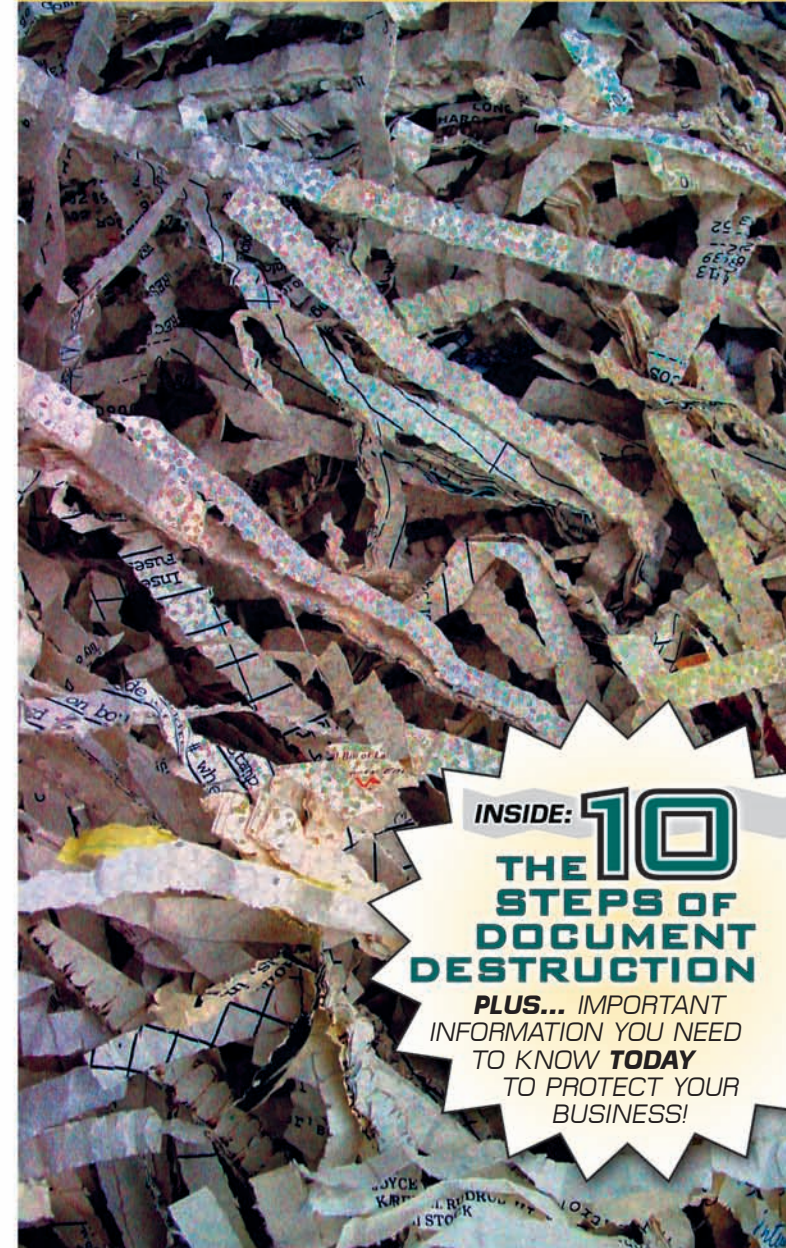
An enterprise of
The Beacon Group,
a non-profit organization
providing jobs and job training
for people with disabilities.
The Beacon Group is an
Adapted Provider under the
Arizona State Sec.-aside program.

BEACON SECURE
P.O. BOX 50544
TUCSON, AZ 85703

CONFIDENTIAL

DOCUMENT DESTRUCTION BY

BEACON SECURE



INSIDE: 10
THE STEPS OF
DOCUMENT DESTRUCTION

PLUS... IMPORTANT
INFORMATION YOU NEED
TO KNOW TODAY
TO PROTECT YOUR
BUSINESS!



WHY SHRED DOCUMENTS?

Business Liability & Identity Theft

Every business, profession, and institution is liable for confidential information received from its employees, customers, clients and patients. The Federal Trade Commission reports that there were 215,000 reported cases of identity theft in 2003.

Compliance with Federal Regulations

HIPAA: The broad-reaching Health Insurance Portability and Accountability Act identifies protected health information and sets rules for the security, privacy, and destruction of personal information.

GRAMM-LEACH-BLILEY ACT: Restricts and defines the use and destruction of customer information within the wide-ranging financial and lending professions.

Business Protection & Peace-of-Mind

The U.S. Supreme Court has ruled that "Dumpster Diving" is not illegal. Casually discarded trade information has been determined to be public information by the courts. *If you don't protect your trade secrets, business records, and sensitive business information, who will?*

WHERE TO GO FOR HELP?

The careful selection of a secure document shredding contractor will help to protect your business from these threats and to assure compliance with the law.

BEACON SECURE



BEACON SECURE is proud to be a member of the National Association for Information Destruction. You can be assured that your sensitive information is handled in a responsible, confidential manner. We are bonded and fully insured.

Our facility has restricted access, with multiple-angle, closed circuit video surveillance. The "chain of custody" is never compromised... From pick-up to destruction, your materials are always secure.

We offer a variety of programs to suit a variety of needs, including scheduled monthly pick-ups and on-demand purges (single time clean-out services).

CALL US AT (520) 352-9951

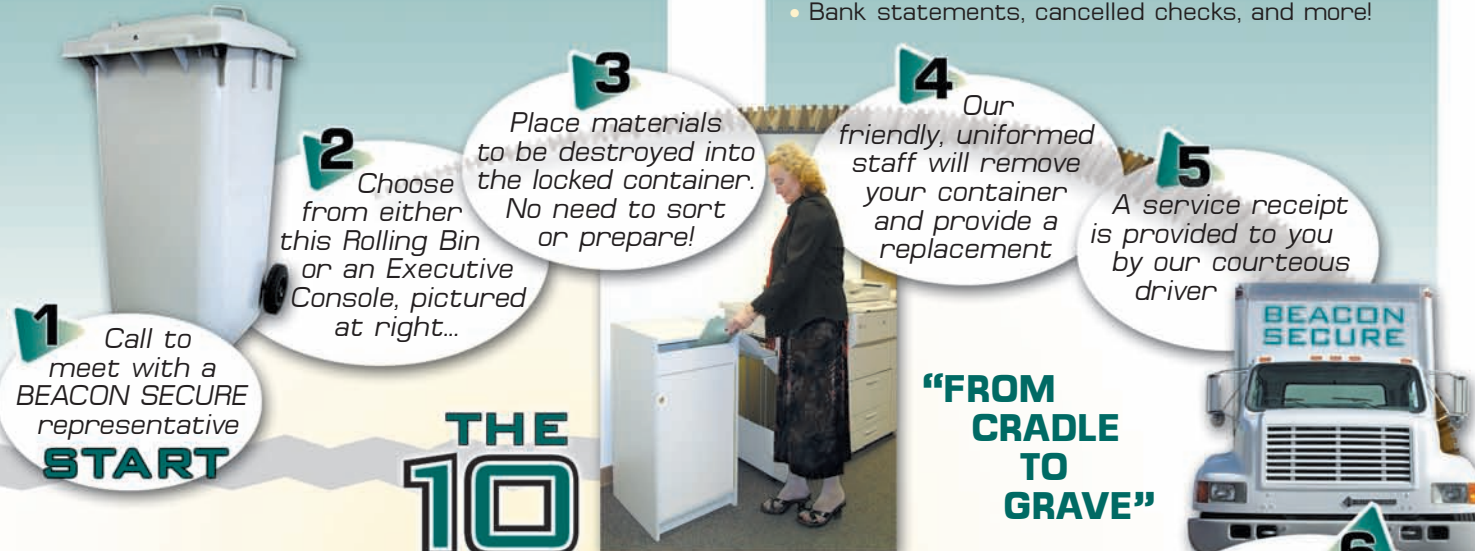
WHO SHOULD BE CONCERNED?

Every business, regardless of the number of employees and the type of customer records kept, is at risk. Those with even greater concerns include:

- Government agencies
- Law firms and legal organizations
- Medical service organizations, such as hospitals, physician groups, and health care service plans
- Financial and lending institutions, such as banks, securities firms, mortgage brokers, escrow firms, and insurance agencies.

WHAT SHOULD BE SHREDDED?

- Any document with social security numbers
- Credit card information and receipts
- Personnel records and applications for employment
- Medical and patient records, films, and X-rays
- Financial, tax, and payroll records
- Legal records and contracts
- Account numbers and signatures
- Bids, quotes, proposals, budgets, & sales reports
- Confidential letters, memos, R&D data
- Bank statements, cancelled checks, and more!



1 Call to meet with a BEACON SECURE representative **START**

2 Choose from either this Rolling Bin or an Executive Console, pictured at right...

3 Place materials to be destroyed into the locked container. No need to sort or prepare!

4 Our friendly, uniformed staff will remove your container and provide a replacement

5 A service receipt is provided to you by our courteous driver

"FROM CRADLE TO GRAVE"



6 Your materials are securely transported to our facility in a locked truck

THE 10 STEPS OF DOCUMENT DESTRUCTION

FINISH
An invoice and Certificate of Destruction is issued **10**



Your materials are baled and prepared for pulping and recycling **9**

DID YOU KNOW?
BEACON SECURE produces shreds only 5/16" thin... Far superior to the industry-standard 5/8" strips!

Your materials are securely shredded following Federal requirements and industry guidelines **8**



Your materials are checked-in, weighed, and prepared for destruction **7**

