

## Security & Compliance with Matt

### Hard Copy Security Management



It seems that all you hear about these days is the risk of cyber data breaches. But the paperless office has yet to come, and there's still a lot of sensitive information on paper in the workplace.

Old-fashioned dumpster diving is still alive and well and continues to be at blame because companies improperly dispose

of hard-copy personal information.

Here are five ways workplaces may be increasing the risk of a data breach with paper documents.

*No Document Destruction Policy:* Without a formal document security policy, employees lack direction, procedures and commitment for protecting confidential data. Solution: Create formal information security policies with specific instructions on how to protect sensitive information on paper. Provide on-going training.

*In-House Shredding:* With an in-house shredding machine and no one person in charge, document destruction is not reliable. Solution: Partner with DeVries.

*Open Recycling and Waste Bins:* Tossing confidential data into open bins increases the risk of theft by information thieves – in and outside of the workplace.

Solution: Locked shred bins provided by DeVries.

*Employees Sorting Documents:* When employees are responsible for determining whether documents are 'confidential' or not, there is an increased risk of a data breach. Solution: Implement a Shred-All Policy.

*Third-Party Solutions:* The risk of a data breach increases when contractors and third parties handle a company's confidential information

Solution: By hiring DeVries, you will have a AAA NAID Certified shredding company to keep your company compliant.

## SHRED EVENTS

Keep checking back with our newsletter. Our Shred Events will kick off bigger than ever in Spring of 2016!

## Thoughts from Pat

Happy New Year! As we closed out 2015 and as 2016 begins to dawn, it seems like a great time to reflect on what we've accomplished, the journey we've taken to get to where we are and the plans we have for an exciting, bright future.

Last year was a year of growth, change and transition. At the beginning of last year, we set goals to exceed expectations in operations/sales management and service delivery. I'm proud to say that we have eclipsed our goals and have had a banner year.

We will continue to set high goals and make strides in achieving our strategic goal of transforming our service offerings into core competencies, and increasing our market share in the medical and legal sectors by growing our existing clients and expanding our client rosters. We have earned a great reputation as a trusted partner to our customers. And, we want our reputation for excellence to spread to other areas within our customer community. In a nutshell, that's our goal for 2016.

We know that because of the efforts of our phenomenal team, we thrived in 2015. We want 2016 to be even more successful for the company and for you.

Sincerely,

Pat DeVries



## Have A Question For Us?

We love to hear from all our good friends and clients who enjoy reading our monthly newsletter. If you have a question related to off-site document storage, shredding, media vaulting, or document imaging, please feel free to give us a call or send us an email:

(866) 433-4691

[CustomerService@Devriesinc.com](mailto:CustomerService@Devriesinc.com)

## THREE MONTHS FREE STORAGE!

Sign up for a new hard copy account in *January* and get 3 months of storage FREE with mention of this coupon! Email [MattD@devriesinc.com](mailto:MattD@devriesinc.com) for more information.



## RANDY'S ROUNDUP

### *The Importance of AAA NAID Certification*

NAID Certification is a Service for Customers. Companies and organizations that are truly customer oriented should recognize the service that being NAID certified provides. Allowing sensitive information to fall into the wrong hands can potentially be a disaster for a company as well as individual customers. Since data destruction is only a small part of a company's overall responsibilities most normally don't have the expertise to handle the job adequately. Understanding and complying with all the regulations involved can be confusing and time consuming.

NAID Certification Oversees the Shredding Industry. NAID acts as an independent inspector, scrutinizing a company's compliance in over a dozen areas. During an audit NAID will verify things such as drug screening for all employees, that company drivers wear official uniforms, that all employees sign a confidentiality agreement, and that the company has the legal amount of liability insurance. NAID certification is the only way for a business to really know if the company they have hired to destroy documents has complied with all industry standards.

DeVries Information Management is proud to be fully AAA Certified, providing you with complete compliance combined with the highest possible security.

### *By the Numbers: Milk*

- U.S. dairy farms produce about 23 billion gallons of milk each year.
- The average cow produces almost 7 gallons of milk each day.
- About 97 percent of all dairy farms are family-owned.
- The dairy industry employs more than 900,000 people in the United States.

*Sources: National Milk Producers Federation,  
National Agricultural Statistics Services*

## *January Holidays and Events*

### **Daily Observances:**

- 1 New Year's Day
- 2 Happy Mew Year for Cats Day
- 4 Trivia Day
- 4 World Braille Day
- 7 International Programmers Day
- 8 Argyle Day
- 8 Show and Tell Day at Work
- 10 National Cut Your Energy Costs Day
- 11 National Clean Off Your Desk Day
- 12 Poetry at Work Day
- 16 Appreciate a Dragon Day
- 16 Religious Freedom Day
- 17 Kid Inventors Day
- 18 Martin Luther King Jr Day
- 18 National Crowd Feed Day
- 20 Rid the World of Fad Diets and Gimmicks Day
- 21 Get to Know Your Customer Day
- 21 National Hugging Day
- 21 Women's Healthy Weight Day
- 22 Answer Your Cat's Question Day
- 22 Celebration of Life Day
- 23 Local Quilt Shop Day
- 23 National Handwriting Day
- 23 National Pie Day
- 23 Snowplow Mailbox Hockey Day
- 24 Belly Laugh Day
- 24 National Compliment Day
- 25 Bubble Wrap Appreciation Day
- 25 A Room of One's Own Day
- 27 Intl. Day of Commemoration of the Victims of the Holocaust
- 28 Data Privacy Day**
- 29 Curmudgeons Day
- 29 Fun at Work Day
- 29 National Preschool Fitness Day
- 20 Inane Answering Message Day
- 30 National Seed Swap Day
- 31 Inspire Your Heart With the Arts Day

### **Weekly Observances:**

- 1-7 Diet Resolution Week
- 1-8 New Year's Resolutions Week
- 2-8 Someday We'll Laugh About This Week
- 3-9 Home Office Safety and Security Week
- 11-17 Cuckoo Dancing Week
- 17-23 International Handwriting Analysis Week
- 18-22 Healthy Weight Week
- 18-22 Sugar Awareness Week
- 24-30 Clean Out Your Inbox Week

### **Monthly Observances:**

- National Clean Up Your Computer Month

## Media Rotation Best Practices

An offline backup program without media rotation is like using a parachute without a rip cord. Scheduled media rotation ensures that a recent backup of your data is safe and accessible at a moment's notice. Your media rotation schedule is determined by how much data you have, how often it's backed up, and how long you plan to retain your backup information. Follow media rotation best practices to optimize your data protection plan.

The ideal media rotation strategy includes multiple tapes containing incremental, differential and full backups so your critical information can be restored from any point in time. Secure offsite storage is an important component of media rotation, ensuring your backup media is protected in a safe, climate-controlled environment.

What's the best way to ensure that your business follows these best practices? An information management service is your best bet. On a daily, weekly or monthly schedule set by you, your backup media is securely transported from your office to a purpose-built media vault for protection from fires, floods natural disasters and theft. Your tapes and hard drives are tracked with barcode technology during transport and storage, so you always know their exact location.

Following your schedule, your media is cycled back to you so the very oldest data can be overwritten. You can request your backup media anytime. During a disaster, it can be quickly delivered to your business or designated hot site using a secure chain of custody.

The right media rotation strategy uses established best practices to protect your business, ensure data recovery, and give you peace of mind.

## Do You Want To Win A \$25 Starbucks Gift Card?



Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win. At the end of the month we'll draw a lucky name.

Here is this month's challenge:

What do you get when a chicken lays an egg on top of a barn?

**Last Month's Answer to:** *How do you warm up a freshly painted room?*

**"GIVE IT A SECOND COAT"**

*Last Month's Winner*

**KARA EGAN**

**LATAH COUNTY COMMISSIONERS**

Email your answer to [MattD@devriesinc.com](mailto:MattD@devriesinc.com)

## Repurposed Furniture

DeVries has decided to begin taking the extra step of becoming a greener company within our efforts to divert nonessential items from our waste stream. During the past few years we have found that as companies grow or decrease in size, there is a tendency to "throw away" items that will no longer benefit their space. That's where we have found an opportunity to not "throw away" these items, but to take the next step and realize that there is still a purpose and a need for some of these items. For businesses that do not have a large budget for new office furniture, we offer this new solution to not only benefit companies, but to benefit our environment as well. If your office is currently in need of various furniture items to work more efficiently, give us a call today at (509) 838-1044 and ask for Josh to see what we currently have available in stock for low cost savings.

### Quick Tips: Green Living

To cut down on food waste, consider asking for smaller portions when you are eating out. Many restaurants are happy to offer half-portions. Not only will you be reducing wasted food, you will also save some money.



"Everyone's out with the flu, the computers all have a virus, and the shredder just threw up."

## JANUARY SPECIAL: THREE MONTHS FREE SHREDDING

Sign up for a new Secure Destruction account in *January* and get 3 months of FREE shredding with mention of this coupon! Email [MattD@devriesinc.com](mailto:MattD@devriesinc.com) for more information.

## **BINTips**

is a free monthly newsletter  
from your friends at DeVries Business Services, Inc



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## **What's Inside This Month?**

- Thoughts From Pat
- By the Numbers: Milk
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- Randy's Roundup!
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- Want To Win a \$25 Starbucks Gift Card?*
- Shasky's Recipe of the Month
- January OFFERS!*

# ***Shasky's Recipe of the Month*** ***THE BEST CAULIFLOWER EVER!***

### ***INGREDIENTS***

- 4 tablespoons olive oil
- 1/2 large head or 1 small head cauliflower, cut into florets
- Salt and fresh ground pepper
- 3 cloves garlic, chopped
- 1 roasted red pepper, seeded and chopped
- 2 tablespoons soft tofu
- 1/2 teaspoon crushed red pepper flakes
- 2 tablespoons breadcrumbs
- 1 tablespoon sesame seeds

### ***DIRECTIONS***

Heat 3 tablespoons of the olive oil in a large skillet over

medium heat. Add the cauliflower florets and season with salt and pepper. Cook until the cauliflower begins to brown and soften, about 12 minutes, stirring every few minutes.

While the cauliflower is cooking, heat the remaining 1 tablespoon olive oil in a medium skillet over medium-low heat. Add the garlic and saute until softened, 1 minute. Add the roasted red pepper and saute for another few minutes, until heated through. Transfer to a blender or mini-chopper and blend. Add the tofu and some salt and pepper and puree until smooth.

Add the puree and the red pepper flakes to the cauliflower and cook for 1 minute. Stir in the breadcrumbs and sesame seeds and cook another minute. Transfer the cauliflower to a serving dish and serve.

