Copiers & Data Security

If your copier has a hard drive, how do you make sure you are not giving away sensitive information?

A copier is like a computer.
It has a hard drive and therefore will contain a lot of sensitive data.

- Tax Records
- Patient Information (Doctors/Pharmacies/etc)
- Client Files
- Contracts
- Employee Files (taxes, legal paperwork, mortgages)
- Customer Data -- Financials

All of this could be sitting on the hard drive you are wrapping back up to be sent back to the leasing company, and no one knows who will ultimately own your machine with all of this sensitive data.

How To Protect Yourself When Buying a New Copier

• If you are buying a new copier from your supplier, insist that they pull out the hard drive **BEFORE** you sign the new contract. If they refuse or want to charge you for this service, look at alternative companies.

• Pull the hard drive out of the old copier yourself or have someone else do that for you then make sure that hard drive is recycled (shredded) or stored safely.

• Call for a free Copier Hard Drive Risk Assessment. We'll go onsite and ensure if you have a hard drive, we give you options with prices and if you don't you'll know. No cost or obligation! (Of course your current copier should be able to provide this for free as well!)

• Make sure the new copier you buy has a data security kit and that it is properly installed (we have see a lot of customers pay for these and they were never even turned on!)

• **ASK QUESTIONS** and **PROTECT YOURSELF**. Ultimately, protecting your data is your responsibility, so make sure it's being done correctly!

Already Own a Copier but NOT in the Market for a New One?

• If you have a data security kit already on your copier, set it up correctly so it wipes your data at least once per week.

• If you don't have Data Security, set up a procedure where the copier hard drive gets cleared at least every month (most manufacturers have settings so this can happen at a time that's convenient, like 1AM the first of each month)

All of this can be scary, so please give us a call and we can help you in your specific situation! For more data security tips, please visit **www.denvercopier.com**