

# PROTECT DATA!

Data protection  
for paper documents.  
GDPR compliant.

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# Be careful with paper!

It is not only about digital security. Your data on paper needs to be protected too. Do you know how you can protect your documents?

Did you know that the GDPR also applies to personal data on paper? This data protection guide offers useful practical tips on the secure destruction of confidential documents. With this information brochure, you play it safe.



The GDPR regulates the protection of personal data: Seamless documentation, the right to erasure and security precautions are key points. Violations can result in high fines and immense reputational damage.



# Data leak: your workplace

## What does a firewall for your workplace look like?

70% of all important data is still written on paper. On a daily basis, there are a lot of documents that pass across a desk or in the wastepaper basket – even documents that contain sensitive and confidential data. What happens with that data at the end of the day?

### THE SOLUTION:

**Introduce a “clean desk policy”.**

The basis is a clearly defined system for paper documents. Encourage your employees to file documents sensibly, lock away confidential documents and shred unneeded ones – with a suitable desktide document shredder.



# Shredding – for optimum security

**Integrate document shredders into your data protection concept.**

In accordance with GDPR, you have to demonstrate that you work compliantly and adhere to the data protection requirements. Even your existing documents must correspond to the requirements of GDPR. Stocking up on data collection is prohibited.

Using document shredders with the required security level (see table) will protect you from significant fines, protect your reputation and ensure the trust of your customers.

Data minimisation: Data that may no longer be retained as per GDPR can be safely and reliably destroyed using a professional IDEAL document shredder.





# Standards for ideal paper document shredding

DIN 66399 and ISO/IEC 21964 define the global standards for data destruction. This allows you to define your individual protection requirements and easily select the ideal document shredder for your needs.

Protection class	Security level	Paper documents	Shred sizes	Shreds (per A4 paper)	Size examples
Protection class 1	<b>P-1</b>	General data Brochures, catalogues, vouchers ...	max. 12 mm strip width	approx. 17	
	<b>P-2</b>	Internal data Expired notices, instructions, forms ...	max. 6 mm strip width	approx. 34	
Protection class 2	<b>P-3</b>	Sensitive data Address data, offers, orders, delivery notes ...	4 x 60 mm 6 x 50 mm	approx. 259	
	<b>P-4</b>	Particularly sensitive data Tax documents, invoices, customer data ...	4 x 10 mm 3 x 25 mm 4 x 40 mm	approx. 831	
Protection class 3	<b>P-5</b>	Secret data Balance sheets, P+L, strategy papers, personal data ...	2 x 15 mm	approx. 2,079	
	<b>P-6</b>	Secret high-security data Patents, research and development documents ...	0.8 x 12 mm	approx. 6,506	
	<b>P-7</b>	Top secret data For the military, embassies, intelligence services ...	0.8 x 5 mm	approx. 15,592	

# Ideal for data protection

Sensitive data require extra protection. Our shredders protect your data in accordance with legal requirements – which may vary between countries. In Germany, for example, compliance includes GDPR, HGB (Commercial Code), AO (German Fiscal Code), and GoBD. IDEAL has the right shredder for any type or volume of confidential documents.



All IDEAL desktop document shredders have been awarded the "Blue Angel" for their high energy efficiency. Not least thanks to the Zero Energy Standby mode with automatic disconnection from the mains after 15 minutes.

[www.blauer-engel.de/uz174](http://www.blauer-engel.de/uz174)

Scan first. Then shred.  
Digitisation is taking offices  
by storm. But simply scanning  
documents is not enough.  
An IDEAL document shredder  
next to your scanner is the  
perfect solution.



Free guide to  
document archiving.  
**Download now!**



Secure digitisation  
and archiving:  
[ideal.de/en/scan-to-shred](https://ideal.de/en/scan-to-shred)

# Data leakage in the bin: Why your paper waste can be risky.

"Bin raiding" means systematically searching paper and waste bins for sensitive data. The consequences can be serious, ranging from identity theft to economic fraud.

## THE SOLUTION:

**Implement a customised  
data protection concept.**

A well-designed data protection policy: Identify sensitive data sources, their flow and destruction. A customised data protection concept ensures security.





# Deskside document shredders: Ideal for individual work- stations and small offices



Our "Made in Germany" shredders ensure discretion and data protection right where confidential documents are created: at individual desks or in small group offices. With these top-of-the-range shredders, you get real shredding professionals at your workplace. Even if there is a bit more paper or the device is shared, shredding is stress-free and jam-free.



Proven by certified environment and energy management systems according to DIN EN ISO 14001:2015 and 50001:2018.



LIFETIME guarantee on the special hardened, solid steel cutting shafts of our document shredders. Under conditions of fair wear & tear (except fine cut and three phase models).



**In the era of New Work,  
ensuring data protection is  
crucial. Seamlessly integrate  
shredders into your contem-  
porary work environment.**



# Data leakage: copiers

## One copy: unaffordable?

Data protection begins with your daily tasks. A small oversight can have serious consequences: Leaking sensitive data to unauthorised third parties violates data protection laws and can be costly.

### THE SOLUTION:

## Educate your employees.

Avoid making unnecessary printouts or copies. Only print out documents if this is absolutely necessary and pay attention to whom the documents are forwarded.





# Office document shredders: Customised data protection for centralised use

Do you regularly have a lot of documents to shred? Our office document shredders are your first choice. All models are powerful, designed for continuous operation, and have a large shred bin. Perfect for centralised use.



Repairability is good for the environment. Our models are repairable and individual parts can be replaced if something breaks.



Many products feature a Zero Energy Standby mode, automatically disconnecting from the mains after 15 minutes.



**Even in the digital age, office document shredders are essential. Why? For their security and efficiency.**



# Data leak: external providers

## Be careful when outsourcing.

Do you regularly have large amounts of paper documents to dispose of? While it may seem convenient, there are associated risks, as the documents are temporarily stored somewhere, leaving the liability with you.

### THE SOLUTION:

## Better do the shredding in-house

No large collecting points, no long transportation routes, no hard-to-monitor intermediate stops: By shredding your confidential documents in-house, these risks are eliminated.





# High-capacity shredders: The "giants" among shredders



You don't have to depend on external disposal companies to manage large volumes of paper. With IDEAL's high-capacity shredders, you remain in control of your data and the secure destruction of confidential documents. An ideal solution for in-house data protection.



We guarantee a 15-year availability of spare parts after a device IDEAL "Made in Germany" has been discontinued (from model year 2012).



We offer professional assistance to handle any questions or technical problems.



# Durability. True sustainability.

IDEAL document shredders are designed and manufactured by experienced engineers with the highest level of expertise. With solid steel cutting shafts and high quality components, they offer virtually indestructible quality. Sustainability and energy efficiency are also prioritised. Complaints are rare and spare parts are guaranteed for up to 15 years after a model has been discontinued.



Sustainable and durable: IDEAL products are resource efficient and have no expiry date, ensuring a positive environmental impact.



Quality Made in Germany: Our products stand for high quality and maximum reliability.