

COMPLETE VERSITILITY

The training can be customized to your organization's specific needs.

REGULAR PRESENTATIONS

As your service provider, we are happy to present the training video to your staff, prepare and present the required written instructions, and collect the documentation at the end.

IN-HOUSE OPTIONS

Alternatively, we can provide your organization with a copy of the DVD so you can conduct your training as needed.



how

PREVIEW THE TRAINING PROGRAM:



ONLINE DEMONSTRATION

A short 2 minute introduction to the NAID Employee Information Destruction Training Program is available on YouTube. To find it, simply search for "NAIDTV."

ONSITE DEMONSTRATION

We'll be happy to drop by with a copy of the full training video and explain the program. It only takes 30 minutes, including the time to watch the full 15 minute training video.

About NAID

The National Association for Information Destruction is a non-profit association dedicated to promoting the proper secure destruction of confidential information by providing educational materials and standards enforcement.

why

...The NAID Employee Information Destruction Training Program simply and easily fulfills new regulatory requirements and protects your organization from the consequences of improper disposal of sensitive information.

Why train?

IT'S THE LAW.

Every data protection regulation in the United States, including...

- HIPAA
- The Gramm-Leach-Bliley Act
- Regulation S-P
- The FACTA Final Disposal Rule
- The Red Flags Rule

Require that organizations train employees to protect client and employee information that should remain private.

TRAINING PROTECTS YOUR ORGANIZATION EVEN IF SOMETHING BAD DOES HAPPEN

According to regulators, organizations that properly train employees to protect sensitive information will not be held fully responsible when an employee acts counter to that training. The only time an organization will feel the full wrath of a regulation is when they cannot demonstrate they have provided the proper training in advance.

IT MAKES IT FAR LESS LIKELY THAT YOUR ORGANIZATION, ITS CLIENTS, OR ITS EMPLOYEES WILL BE PUT AT RISK.

Regulators have made training a legal obligation because it works. Employees who have been trained realize how important it is to comply with the organization's destruction procedures.

How to train

The Employee Information Destruction Training Program was developed by NAID, a non-profit organization that promotes the proper destruction of discarded information. As a member of NAID, we are licensed to make this unique and easy compliance tool available to our customers.

Here is how it works...

Step 1

Employees view the 15 minute NAID Employee Information Destruction video presentation, which explains why proper destruction is critical to the organization and to their continued employment.

Step 2

Provide employees with written instructions on the organization's specific information destruction procedures. As your service provider, we will be glad to help you prepare this short document.

Step 3

Employees verify that they have viewed the training video, understand the written destruction instructions, and agree that ongoing compliance is a condition of their employment.

That's it. Employees are trained, there is a record of compliance with training requirements, and your organization is better protected from unauthorized access to sensitive information.

It's simple to understand, simple to do, and can be used to provide initial training, ongoing training and to easily orient new employees.

IT'S SIMPLE AND EASY – AND READY WHENEVER YOU ARE.

PROGRAM PREVIEW: A video explanation of the Employee Information Destruction Training Program is available on YouTube by searching NAIDTV.

