

Thoughts from Patti & Kristjan

You're Invited!

Data Disposal Policy Development Workshop

What do you do with your old hard drives, smart phones and thumb drives? Managing your obsolete paper records is important but it is only a part of a successful data management plan.

A recent industry survey revealed that many companies don't have a clearly defined policy and procedure for handling their information at the end of its lifecycle.

Are you one of these companies? If so, don't worry we are here to help.

In today's world your information destruction needs to include different media and different devices. What do you do with your old hard drives, smart phones and paper records? These questions are all important.

Working with the National Association for Information Destruction (NAID) we are hosting a workshop in Toronto that is designed to help you develop and implement an Information Destruction Policy.

At the end of this half day workshop you leave with your own "Information Destruction Policy."

'Tis now the very witching time of night, when churchyards yawn and hell itself breathes out contagion to this world.

– William Shakespeare

Delicious Apples

Fall is apple season! It is the perfect time to enjoy apples, in all their varieties. Ever wonder which type of apple is best for pies? Which is good for applesauce? Use this list to help you decide.

BEST FOR SNACKING -

Red Delicious, Fuji, Winesap, Gala

BEST FOR PIES-

Granny Smith, Golden Delicious, Newtown Pippin, Rome

BEST FOR APPLESAUCE.-

Newtown Pippin, Elstar, Rome, Golden Delicious



THIS WILL:

- Identify all the media and devices you are storing information in
- Document your organization's policy on the destruction of that data
- Teach you how to evaluate destruction vendors
- Teach you how to handle a "Legal Hold"
- Identify other compliance issues.

We would like to invite you to attend this event with us.

Date: November 3rd, 2011

Place: Metro Toronto Convention Centre

Tickets: ~~\$299.00~~ \$0.00 and lunch is on me!

We have purchased a block of tickets to this workshop to provide to our valued customers and friends because we believe this will be of tremendous benefit to their organizations.

You will be responsible for getting to and from Toronto and any accommodations if you chose to stay over.

We have 20 tickets available and they will be distributed to the first 20 folks that can commit to attending the event. If you or someone else in your organization would like to attend this event please let me know as soon as possible.

If you can't make it to Toronto we can still help. Four members of our staff right here in Winnipeg are trained and have been certified by NAID to help you develop a written destruction policy specific to your organization.

Please click [here](#) to see a brochure on the event.

We hope to see you in Toronto!

All the best,
Patti & Kristjan



Store 100 Boxes For Just \$1.50 A Day!!

Whether you're currently storing records in an off-site mini-storage facility or in your own storeroom, now you can enjoy all of the advantages of full-service records storage for just \$1.50 a day!

CALL FOR DETAILS!

Meet the Team

Jarvis has been with us 10 Years! Let's Celebrate.

Jarvis Lee



Many of you have never met or talked to Jarvis but that doesn't mean he does not play an important role in making your recycling and shredding programs work. Jarvis works in our warehouse and takes care of all of the shredded paper and recyclables we handle.

Jarvis is a proud grandfather of 4 kids and enjoys spending time at his cabin on Lake Winnipeg.

Scaredy Cats and Frightened Fidos

Halloween is a fun holiday, as long as your family stays safe. This includes your furry friends. To keep your pets comfortable and safe, instead of scared, keep these tips in mind.

1. Unless your pet really loves wearing a costume, skip it this year. Putting on a costume can cause undue stress. If you are dressing your pet up, make sure the costume is safe. There should be no parts that restrict his ability to breathe, meow, or bark. Also watch closely for allergies to the costume material.
2. Costumes for pets, children, and adults often have small decorations on them. Make sure that nothing is on your or your pet's costume that could cause your animal to choke.
3. During trick-or-treating activities, keep your pet in a separate room away from the front door. All those costumed goblins and ballerinas can cause your pet stress. This also will keep your cat or dog from escaping out the front door.
4. Remember that the candy is for humans only. Chocolate especially is very dangerous for dogs and cats. The artificial sweetener xylitol is also harmful. If your pet does ingest something toxic, call your veterinarian or the CSPCA Animal Poison Control Center at (514) 735-2711.

Have A Question For Us?

If you have a question related to off-site document storage, shredding, or media vaulting, please feel free to give us a call or send us an e-mail.

**Contact Information: (204)222-5096 or
email karen@phoenixrecycling.ca**

October Events

- 1 World Vegetarian Day
- 2 Guardian Angels Day
- 2 International Day of Nonviolence
- 3 Child Health Day
- 4 Feast of St. Francis of Assisi
- 5 World Teachers' Day
- 6 National Kiss the Cook Day
- 7 World Smile Day
- 8 Yom Kippur
- 9 Leif Ericson Day
- 10 Thanksgiving Day
- 11 General Pulaski Memorial Day
- 11 National Face Your Fears Day
- 12 Build Your Scarecrow Day
- 13 National Black Cat Day
- 14 Be Bald and Be Free Day
- 15 National Grouch Day
- 16 Dictionary Day
- 16 World Food Day
- 17 Mulligan Day
- 17 National Boss Day
- 19 Evaluate Your Life Day
- 20 Smart About Credit Day
- 21 National Mammography Day
- 22 Make a Difference Day
- 23 Mother-In-Law Day
- 24 United Nations Day
- 25 Sourest Day
- 26 Mule Day
- 27 Cranky Coworkers Day
- 28 Frankenstein Friday
- 29 National Forgiveness Day
- 30 Checklists Day
- 31 Halloween
- 31 Magic Day
- 31 National Unicef Day



Astrological Sign:

Libra (Sept24-Oct.23) &
Scorpio (Oct24-Nov22)

Flower: Calendula
Birthstone: Opal




Travel Tip

If the airline loses your luggage, you will need to fill out a form detailing each item that was in your bag. If you are packing any items that carry a significant value, it is helpful to have a list of what was in your luggage. For items that are particularly valuable, you may be asked to provide a receipt. So if you are carrying these types of items in your check-ins, you should carry a list and copies of receipts in your carry-on bag. If you bought valuable items at your destination, keep these new receipts as well. You can also photograph the contents of your bag, but it is not a given that the airlines will accept this as a good description.



One Year of Free Shredding Charity Give Away

Is your organization a registered charity and would you like free scheduled shredding service for one year? If so read on. In honor of all the hard work charitable organizations do Phoenix is going to donate one free year of scheduled shredding service to one lucky registered charity. To enter for your chance to win send Karen Turner (our office manager) an email saying you want your organization to be entered into the "One Year of Free Shredding Charity Give Away", please include your contact information and the name of the Charity you work for. Karen's email address is karen@phoenixrecycling.ca. The closing date for getting your name in the draw is October 15th, 2011. The winner will be profiled in the November newsletter. Good Luck!



OK, Halloween fans this prize is for you.

The prize will be *one giant basket of Halloween candy*. Put this on your desk (if you have room) and you will be the most popular girl/guy in the office. We will do the draw a little early to make sure you have the treats 1 week before Halloween.

Good luck!

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.

Riddle: I'm light as a feather, yet the strongest man can't hold me for much more than a minute. What am I?

Last Month's Answer to: *If it has a quart capacity, how many pennies can you put into a empty piggy bank?*

JUST ONE - AFTER THAT IT WON'T BE EMPTY

Last month's Winner:

CHRISTINE CASTRO
RIVERSIDE LIONS - SENIORS RESIDENCES

Congratulations!

Email your answer to karen@phoenixrecycling.ca

Preventing Falls

As you or your loved ones get older, you begin to be concerned about the potential of an injury-producing fall. Simply getting older is not a cause of falling. There are many other factors that can lead to this type of injury. In order to reduce the risk of falling, keep these tips in mind.

KEEP IN SHAPE

A regular program of exercise can keep you strong and healthy. It improves coordination and balance and reduces weakness in your muscles. Ask your doctor about the best exercise program for you.

MAKE YOUR HOME SAFE

About half of all falls among the elderly happen at home. Remove items from walkways that are tripping hazards. Never leave anything on stairs. Make sure that these areas are well lit and have handrails. Throw rugs should be secured with carpet tape or removed. Place frequently used items within reach. Place non-slip mats in the shower and tub. And don't forget to wear shoes that have a non-slip sole, fit securely, and have good support.

TALK TO YOUR DOCTOR

Have your health care provider review your medication. Some medications, or combinations of drugs, can lead to drowsiness or dizziness. Be sure to tell your doctor about any over-the-counter drugs you are taking as well. You should also have your eyesight checked frequently by an eye doctor.



Refer Us To Someone!

If you refer us to someone and they become a regularly scheduled customer, purge customer with more than 100 boxes, or box storage customer, we will reward you with a \$25.00 VISA gift card!

CALL FOR DETAILS!

BITS *and* PIECES

is a free monthly newsletter
from your friends at

Phoenix

• PAPER SHREDDING • OFFICE RECYCLING
• RECORDS & DATA MANAGEMENT

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What's Inside This Month?

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MEET THE TEAM

Scaredy Cats and Frightened Fidos

One Year of Free Shredding Charity Give Away

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October OFFERS!

7 THINGS YOU CAN DO TO PREVENT IDENTITY THEFT

1. PROTECT YOURSELF AGAINST SPYWARE

Spyware is malware downloaded to your computer or website, without your knowledge or consent, that runs in the background and collects information about you: * Make sure whatever anti-virus program you're running on your personal computers includes spyware protection, as well. Some companies, such as Lavasoft or STOPzilla, will offer a basic anti-spyware service for free, while charging for advanced protection.

2. USE CAUTION WHEN ENTERING INFO ONLINE

When providing personal or financial information online, be certain that you have a secure connection. The URL in the address bar should change from "http" to "https" or "shttp." A closed padlock symbol also often indicates that the connection is secure.

3. CREATE STRONG PASSWORDS

We realize that generating strong passwords, not to mention keeping track of them all, can be a hassle, but it's critical that you have strong passwords for every site you use. You may also want to check out pwdhash.com. When you visit a site that requires you to create a password, enter a simple password you'll remember, but before you submit it, run the PwdHash browser extension (Firefox or Chrome), and it will invisibly generate a custom, strong password for that site. In the end, you only need to remember one password, which your browser is able to securely transform into a different, strong password for each site you use.

4. USE DISCRETION WHEN SHARING INFORMATION

Use discretion when updating social media websites. Even if you limit the number of people who have access to your profile, tweets, etc., keep in mind that the information is still published online and can be copied and pasted elsewhere. If anyone asks you for personal information, make sure they are who they claim to be and that there is a legitimate reason for the request.

5. STOP UNSOLICITED, "PRE-APPROVED" CREDIT OFFERS

Opt out of pre-screened credit/insurance offers to prevent potential thieves from intercepting and accepting the offers in your name. Opting out doesn't affect your eligibility for credit or insurance; visit OptOutPrescreen.com for more information.

6. SHRED CONFIDENTIAL INFORMATION

When disposing of papers with account numbers or other identifying information, shred them. This includes convenience checks that come with your credit card statement, as well as unsolicited credit card offers.



7. REMAIN VIGILANT: Review Your Accounts Regularly

Monitor your accounts online frequently, so you can discover potential issues without having to wait for bills or statements to come by mail.