

COMMUNITY SHRED EVENT

to benefit Marion Polk Food Share

Presented by **PIONEER TRUST BANK**

Drop off your shred and your food donation

Saturday, October 24, 2020

10:00 a.m. to 2:00 p.m.

PIONEER TRUST BANK

Medical Center Office

1190 Oak Street SE, Salem OR 97301

Ten box limit to shred; donations to
Marion Polk Food Share are unlimited



**PIONEER
TRUST BANK**

Member FDIC / Equal Opportunity Lender



**MARION POLK
FOOD SHARE**

**OREGON
BANKERS
ASSOCIATION**
The Voice of Oregon Banking • Since 1905

**COMMUNITY
SHRED-IT**

**COMMUNITY
BANKS of OREGON**

Shred & Bank Responsibly



IDENTITY THEFT PREVENTION TIPS

Tips to prevent identity theft at home/in your personal life:

- Be careful when giving personal information, especially by telephone or online.
- Learn how to keep your computer and personal information safe. Guard your passwords and PINS that allow you to access your credit card, financial and phone accounts. Avoid using easily available information.
- Use a locked mailbox and remove mail promptly.
- Review your financial account and billing statements promptly; utilize online account activity alerts.
- Keep your personal documents in a locked box, drawer or personal safe.
- Carry a minimal amount of personal information in your wallet - it is unlikely you use your passport or Social Security card regularly.
- Take receipts when leaving ATMs, stores, gas stations and restaurants.
- Shred old financial records, checks, tax returns, personal documents and mail.
- Order a copy of your free Annual credit report at <https://www.annualcreditreport.com> Make sure it is accurate and includes only the activity you've authorized.

Tips to prevent identity theft at the office:

- Shred old files, documents, receipts, business cards, letterhead, business forms, contact lists, financial reports, customer data and proprietary information.
- Store personnel files securely.
- Develop a document management system.
- Guard your passwords and PINs and do not share with co-workers; observe your company's computer and internet security policies.
- Make sure you understand your company's destruction and privacy policies.

Shred-it suggests the following additional tips to help businesses and organizations decrease fraud:

- Replace office recycling bins with locked shredding containers.
- Avoid document overflow by ensuring there are enough confidential shredding containers;
- Take the guess work out of what is – and what isn't – confidential by encouraging employees to destroy all unneeded documents.
- Ensure that memory sticks and electronic storage devices containing confidential data are tracked at all times and never left for passers-by to easily pick up.
- Ensure that photocopiers are wiped clean before the machine reaches the end of its service life.
- Implement a clean desk policy as an effective way to ensure sensitive documents are not left unattended, but are locked up or securely shredded when not in use or no longer needed.
- Treat confidential electronic data the same as paper-based information; ensure document destruction providers dispose of hard drives properly so confidential information can't be retrieved.

**For more information and resources on Identity Theft,
please go to the Federal Trade Commission website:**

<http://www.ftc.gov/idtheft/>