

Mailman IT Alert, May '11

Help is here -- Shredder makes data disposal easy!

Do you have old CDs and DVDs lying around that you don't know what to do with? Do you worry that some may contain sensitive data, but you don't have time to go through them all to find out?

Worry no more! We've installed a **CD and DVD shredder** in the lobby of the Alan Rosenfield Buidling near the Fedex and UPS bins just for you! This media shredder destroys CD ROMS and DVDs quickly and easily, and helps keep unprotected sensitive data out of the trash where someone could find and exploit it.

So the next time you think about tossing an old, unlabeled CD in the trash -- **DON'T!** Comply with University policy --- **Play it safe and shred instead!**

For more on the dos and don'ts of data disposal, please visit: http://cumc.columbia.edu/it/getting_started/disposal.html

Questions? Concerns? Feel free to e-mail or call. Thank you.