

## Best Practices to minimize the risks

1. Information containing personal information should be disposed of through a shredding device or a reliable third-party shredding company.
2. Ensure your organization exercises a comprehensive pre-employment screening for all new employees.
3. Adopt security-wise corporate policies that address the handling of both incoming and outgoing mail to your organization, including employees receiving personal mail at the corporate address.
4. Do not display electronic or digital signatures of authorized corporate signatories or senior executives within annual reports or other public documents.
5. Conduct risk assessments of your organization on a regular basis to identify and minimize risk exposures.
6. Maximize access-control technologies to allow only authorized personnel within high-risk areas of the organization.
7. Safeguard consumer information contained within networks and infrastructure using recognized industry standards.
8. Ensure appropriate reporting mechanisms are applied to detect unauthorized activities involving personal information.
9. Adopt and ensure compliance with security protocols associated with mobile computing and tele-networking facilities.
10. Extend due-diligence practices to third-party service providers.
11. Participate in the Risk Management Network, a customer-care initiative sponsored by Canada Post and aimed at maintaining the integrity of the distribution channel through networking venues, information sharing and best practices. For additional information, contact [rita.estwick@canadapost.ca](mailto:rita.estwick@canadapost.ca)