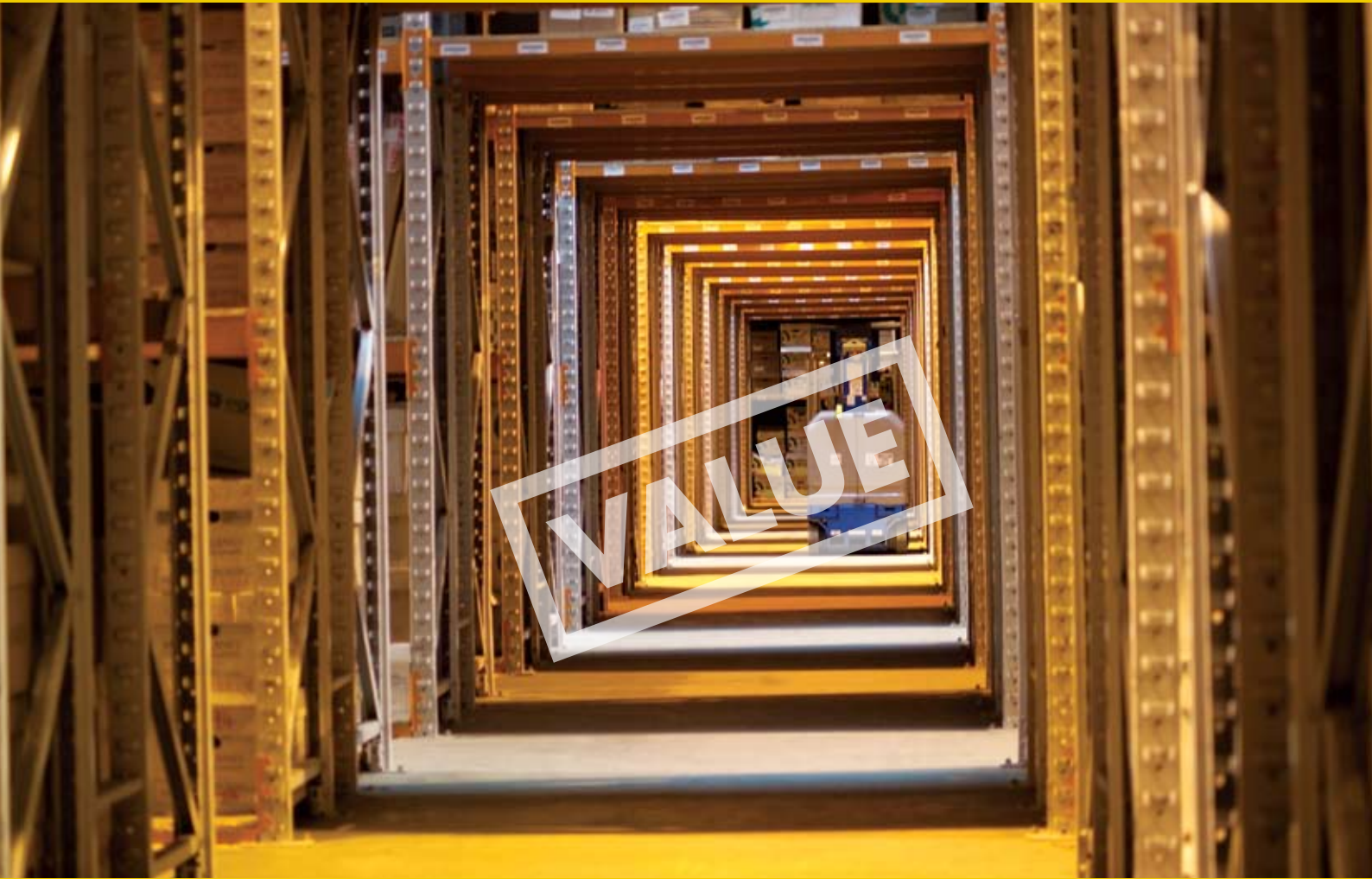


CONFIDENCE



# OUR VALUES SECURE YOUR VALUES

Every day, your organisation creates hundreds, if not thousands, of new pieces of information which legislation stipulates must be kept, must be protected and yet must be readily available. The paperless office? Just a pipedream!

## OR IS IT?

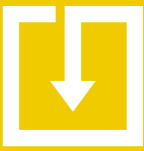
Restore manages millions of archive boxes of document files, film and computer tapes for many blue-chip organisations, including: leading accountancy, corporate, financial, insurance, law and media firms, as well as local authorities and hospital trusts. They count on us to help them achieve their goal of

maximum efficiency for their records management in the following areas:

- compliance and legal exposure
- privacy and security
- disaster recovery
- access to information
- cost control
- space restrictions

CONFIDENCE	
STORE	
MANAGE & PROTECT	
RELEASE	





TRUST • CONFIDENCE • SECURITY

## DO YOU COMPLY?

There are eight principles of the Data Protection Act 1998. These principles require that personal information is:

- processed fairly and lawfully
- processed for one or more specified and lawful purposes, and not further processed in any way that is incompatible with the original purpose
- adequate, relevant and not excessive
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary for the purpose for which it is being used
- processed in line with the rights of individuals
- kept secure with appropriate technical and organizational measures taken to protect the information
- not transferred outside the European Economic Area (EU member states plus Norway, Iceland and Liechtenstein), unless there is adequate protection for the personal information being transferred.

*Amendment to the Act: please note that as of October 2008, all records predating 1998 held in manual filing systems will also need to be accessed and forwarded to the enquirer within 40 days.*

*If in doubt, you should consult your legal adviser.*

# OUR VALUES SECURE YOUR VALUES

## OUR SERVICES

From pure storage to a comprehensive, compliance-based records management programme that puts you back in control, we offer a range of dedicated services to support your business.

We take your documents and assets on for the journey of their lifecycle – from organising, labeling and barcoding through to storing correctly, restoring when they have aged and then, at the end of their life, disposing of them safely, securely and discreetly.

- Near and deep storage – we've got 200,000m<sup>2</sup> (over 2 million square feet) of space, so whatever you need to store, we can store it in our unique, high security data centres – where temperature and humidity are monitored and you have round-the-clock access.
- Magnetic media storage – back up computer tapes as part of your disaster recovery plan can be kept in special vaults, along with production film and archive footage.
- Specialised storage products – strong, environmentally-friendly archive boxes for your paper and microfilm assets, and super-tough Storm Cases.
- Scanning – follow your paperless dream and reduce documents to digital data that can cleanly and easily be stored on CD, DVD or the medium of your choice.
- On- and off-site file and asset

tracking and management – our 'through the door' management system – Dovetail – works beautifully with the off-site O'Neil industry-standard software and helps you stay ahead of new compliance regulations.

- Specialist services – reap the benefits of our expertise and experience by bringing members of our staff in-house. Our 'in-plant' service gives your organisation the head start it needs to get up and running with a fully compliant records management system.
- Release – disposal, secure shredding and recycling are all what await most assets at the end of their lifecycle. Restore performs these services to the highest security standards and with an eye to being as environmentally-friendly as possible.

And that's it. We can be as flexible as you need us to be. We can take as much or as little of it off your hands as you like. Then you just need to sit back and watch your reputation go skywards...