

RETENTION AND COMPLIANCE

UK and European legislation outlines that certain records must be kept and appropriately cared for and, when the time comes, disposed of correctly. Failure to comply with the standards for records retention and management could result in a data breach, which could land you with a £500,000 fine and damage the reputation of your organisation.

This is where a dedicated service provider can make things easier. Our secure storage facilities, bespoke technology solutions and end-of-life confidential disposal services can relieve you of these pressures and offer complete peace of mind. Through our proven track record and experience we ensure the security of your sensitive information and help safeguard your employee and client data, giving your staff more time to concentrate on your core business.

Do you have all bases covered?

Is the information in the below departments being cared for and stored correctly?

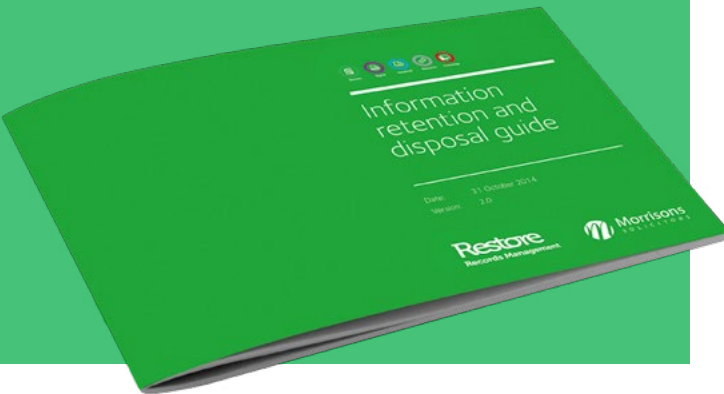
- ☒ Operations
- ☒ Finance
- ☒ Human Resources
- ☒ Procurement
- ☒ Sales
- ☒ Marketing

Type of Document	Must be kept secure for...
Copy of customer correspondence	3 years post sent/received date
Accident Books	3 years from date of last entry
Invoices	6 years after audit
Personnel Records (including directors' contracts)	7 years after employment ceases
Minutes of Committees or Board Meetings (Official Copy)	The life of the organisation

*Important statutory requirements periodically change. You should seek expert advice or contact Restore

RETENTION & DISPOSAL GUIDE

If you are unsure about which information must be kept and the retention periods involved, please visit www.restore.co.uk and request a free copy of our Retention and Disposal Guide.



ENVIRONMENTAL

The environment matters to all of us and at Restore we take our environmental responsibilities very seriously. In addition to our commitment to recycle as much confidential information as possible, Restore is working with the Carbon Trust to help us join the low carbon world.

We are currently working to further our green credentials with a Ten-Point Plan that includes:

Through these controls and changes we hope to prevent many tonnes of CO2 per year from polluting our atmosphere.

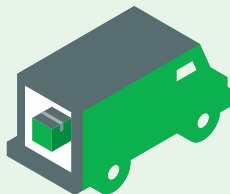
- Monitoring and targeting our use of energy
- Looking at green energy provisions
- Improving light fittings at all of our facilities
- Training and developing staff in reducing energy waste
- Creating an energy policy to which we can all work

GREENER TRANSPORT

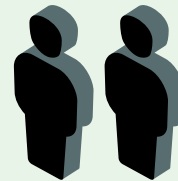
Here's what we do as a matter of course to keep our emissions down...



We use the latest generation telematics systems that give our team full visibility of journey times and routes. This ensures that drivers choose the quickest, most economical ways of reaching their destination and helps reduce emissions and fuel consumption.



We run a fleet of vehicles fitted with current technologies and regularly monitor their performance against carbon footprint and running cost parameters.



We keep our drivers up-to-date with driving best practice so that they use vehicles in the most fuel efficient way possible.



Restore
Records Management

NEAR AND DEEP DOCUMENT STORAGE

The key to staying in control of your organisation's information is to strike a balance between accessibility, logistics and compliance



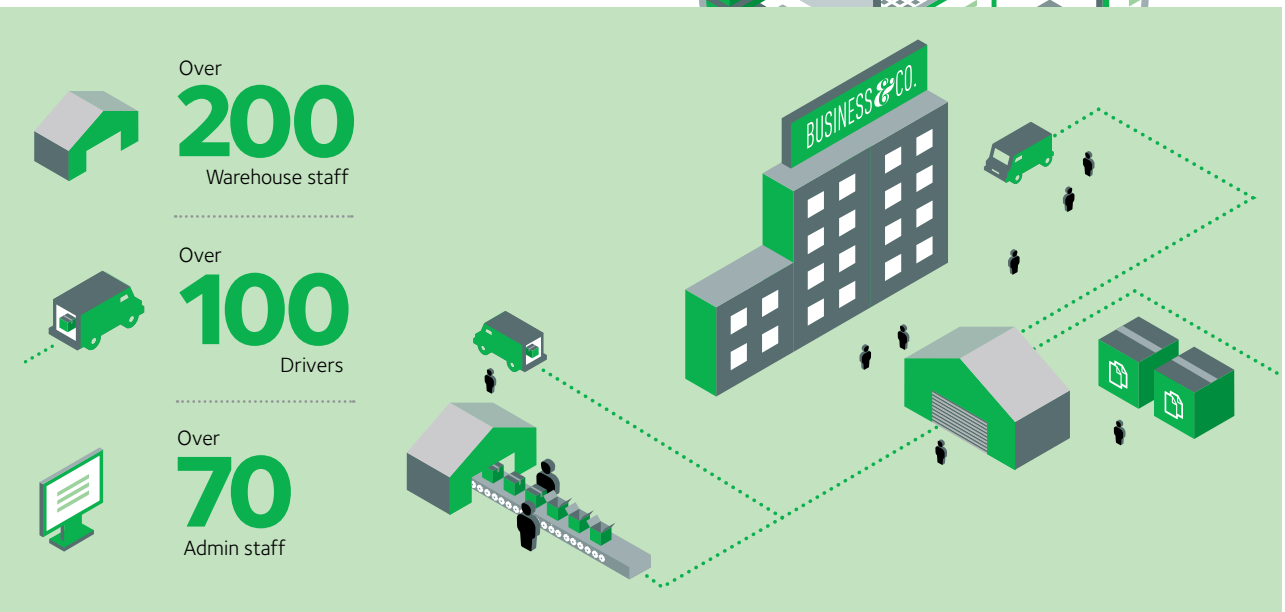
RESTORE IN NUMBERS

Restore Records Management Division is now the largest UK owned Records Management Company. With 25 years experience in the industry, the document Storage Division has a growing National Portfolio of facilities extending as far North as Glasgow and as far South as Cornwall now boasting over 70 secure warehouse facilities in over 35 locations.

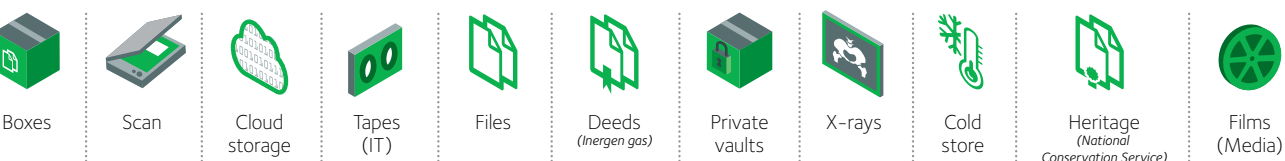
With a customer base of over 4,000 in both Private and Public Sector, we have the expertise in our business to manage all types of media formats including patient records. We recognise today's technological advancements have increased the need to manage a combined physical and digital records management solution whilst balancing legal obligations with cost and would welcome the soonest opportunity to discuss how we can implement a suitable solution to support the needs of our customers.

Our investment in equipment and technology gives the capacity to cope with the largest and most complex projects.

STORE RESOURCE



TYPES OF STORAGE



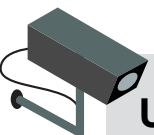
NEAR AND DEEP STORAGE

CHOOSE NEAR STORAGE...

If accessibility is key. Live data can be stored and managed so that you can track and trace individual files using our document management system, order via phone, email or online and expect the records delivered to your desk within hours. When documents become obsolete they can be moved into deep storage and managed accordingly or can be securely destroyed by vetted Restore employees.

CHOOSE DEEP STORAGE...

If you have material to archive so that it meets compliance regulations – such as deeds, wills, financial or medical records – or require our expertise and specialist storage conditions to care for historical documents in perpetuity. We recommend scanning historical data for ease of access and conservation reasons, should you or any authorised person need to examine them for research, for instance. All deep storage can be managed electronically through off-site tracking and flagged up for destruction/recycling at the appropriate time.

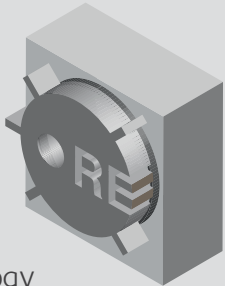


ULTRA-SECURE VAULT STORAGE

Our secure vault storage facilities are ideal when information is so valuable you need to go the extra mile. You need to know that all sensible measures are in place and you need to know that your archives and data are as secure as they can be.

Our ultra-secure storage vaults provide complete peace of mind; deep underground in an ex-military establishment, (impossible to spot from Google-maps), nestling away in very private underground districts and carved out of stone.

- PD 5454
- CCTV
- RFID tags
- Specialist air handling, latest desiccant technology
- Choice of entry pads and locks
- Specialist account management
- Conservation advice
- On-line Software for monitoring asset movement, desk-to-desk-to-Vault
- Specialist racking



Here you have the choice with size and security, the area is already LIST X, however; if your data is very sensitive and you don't want to just add to an in-personal mountain of boxes, you would be advised to speak with us in confidence about our tailor-made specialist vault storage.

DOCUMENT MANAGEMENT SYSTEMS

Restore uses RS SQL for its archive and asset-tracking services. The benefits, such as wide-ranging compatibility, random access filing, departmental billing and wireless communications for mobile, internet or point-to-point tracking are well known by document management professionals.

This flexible and feature-rich information management and record tracking software allows you to easily and accurately manage, track and monitor the activity of any item stored (boxes, file folders, documents, and tapes) from deposit to destruction, work order to invoice. Using RS SQL reduces the time and effort it takes to access information and continues to set the industry standard in record storage management solutions.

Implementing this software couldn't be simpler with the Restore team doing the leg work for you, as well as offering ongoing support should you need it. Moreover, we offer the software as a complimentary service to all our storage customers, meaning you don't pay a penny.

RS enables you to optimise your operations and improve your ability to make fast and accurate decisions while:

- Speeding the pace of your operations, taking the burden off your organisation
- Streamlining the ways content is shared and accessed throughout your business
- Bringing accuracy, systematic control, consistency and standardisation to your business processes
- Minimising the likelihood of litigation losses resulting from lost documents
- Putting you in complete control, by entering reference information and destruction dates against your boxes,
- Demonstrating to your customers that their documents are secure

You can track and manage any of your assets at our data centres by phone, fax, email or through our online management service

