

# Cyclone Archive

## Offsite Document Storage

**PRIVATE & CONFIDENTIAL**

**FOR THE ATTENTION OF:**

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# 1 EXECUTIVE SUMMARY

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If you choose Cyclone Archive as your Records Management Partner, we will manage the storage of your records within our high security storage facilities in North Park, Dublin 11.

The core elements of our storage offering include:

- Ensuring that your records are transferred to our storage facility in a secure and controlled manner
- Ensuring that confidentiality controls are in place at each point of the transfer.
- Ensuring that records can only be accessed by authorised personnel within agreed time frames.

*Our goal is to build an ongoing relationship with you based on customer service, flexibility, communication and commitment to service quality.*



# 2 COMPANY PROFILE

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## Secure Document Storage & Records Management

**Cyclone was established in 1988 and is a wholly Irish Owned Company**

Cyclone Archive, a division of the Cyclone Group offers secure offsite document storage solutions at our facility in North Park, Finglas. The facility is open from 8.30 am to 6.00 pm Monday to Friday. The building is fully alarmed, all entrance ways are security shuttered, monitored by cctv with digital recording and the building is connected to a monitoring station, which operates 24 hours a day. Static guards patrol the area outside office hours Monday to Friday and 24hours a day on weekends and bank holidays. All areas within the facility are locked and can only be accessed by security swipe cards issued to Cyclone staff.

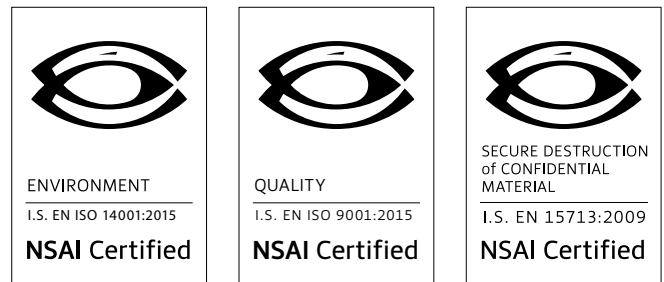
Cyclone provides services to our customer base of over 1800 customers on a daily basis, from sole traders to multi-nationals. We have built up our reputation by providing cost effective, reliable service solutions with customer requirements in mind at all times.

Our tracking software system works by utilising barcode technology. This system enables us to track all boxes from collection point through to the exact position at which each box is stored in our facility. The customer can choose to track and trace each individual box, knowing what files are contained within that box, or each individual file within the box. Reports can be generated tracking any movements relating to a specific box.

With this tracking system in place the client can pick and pull whatever files they need to retrieve at very short notice. Our standard delivery time to you is 24 hours from receipt of request, but with our express service you can have your files within a couple of hours.

All companies have a statutory obligation to retain invoices and various documents for varying lengths of time. We can programme the system to alert you when the retention date arrives, providing this information is relayed to us when the initial deposit is made. This gives you a number of choices. You can continue with the storage and change the retention date, you can have the files returned to you, or you can have them confidentially destroyed by Cyclone Shredding. At no time are your documents entrusted to a third party. Cyclone handles all transport, tracking and destruction.

### CYCLONE ISO CERTIFICATIONS



# 3 DOCUMENT STORAGE

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Cyclone offers customers a complete end-to-end service including box collection, bar code tracking, document retrieval, delivery, and status reporting.

We provide a nationwide service with our secure storage location in Dublin, ensuring fast collection of documents from our customer's premises using our GPS tracked fleet of vehicles. Documents can be retrieved swiftly from our storage facility, and delivered to our customers on the same day if required.

Boxes are stored in security controlled warehouses, protected by intruder alarms, smoke detectors and CCTV. Documents are monitored, and managed in a variety of flexible ways. Our advanced barcode-based tracking system minimises the risk of mislaid or wrongly labelled files and boxes, thereby creating a comprehensive audit trail that ensures full compliance required by data protection legislation. Our system provides a clear audit trail for every box movement.

All boxes are catalogued with our online document management service, allowing customers to track and trace files from a remote location. Our cutting edge document scanning service enables instant, and environmentally-friendly digital file delivery through our scan on demand service.

### GDPR- General Data Protection Regulations

Cyclone is GDPR certified. We are happy to offer help and advice on data protection best practice for your document shredding, storage and scanning requirements.



## 3.1 DOCUMENT DESTRUCTION

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Companies who fail to comply with increasingly stringent data protection legislation face heavy penalties. Cyclone helps you to eliminate the risk.

Cyclone offers an end-to-end service with security at every stage. We will work with you to design and implement a secure destruction programme to suit your business. For documents that are no longer required, we can call to your premises and shred them on site, or securely transport them to our shredding plant. All documents are confidentially destroyed, and we recycle 100% of paper records.

### Scheduled Service:

A hassle-free service, with locked disposal consoles strategically located in your office, serviced at regular intervals. Simply place all your documents in the console as part of your secure destruction programme. We do the rest.

### Periodic Clear-Outs:

We can visit your office to collect and destroy all documents that you are no longer required to keep. Whether you need scheduled service or a one-time clear-out, you can count on Cyclone for secure, cost-effective document shredding that ensures:

- Security at every stage - by handling each step of the process we offer security all the way from collection to destruction and recycling.

- Compliance - with data protection legislation becoming more regulated, we can help you stay compliant and avoid data breaches by providing a certificate of destruction and a rigorous chain of custody.
- Increased employee productivity - minimise time lost and ensure your people can focus on their core jobs
- Ease of implementation - get up and running quickly and easily with a solution that meets your exact needs.
- Full national coverage across Ireland.

All your documents will be shredded so they can never be reconstructed. All paper is recycled and you can monitor the positive impact of your programme.

### Permits

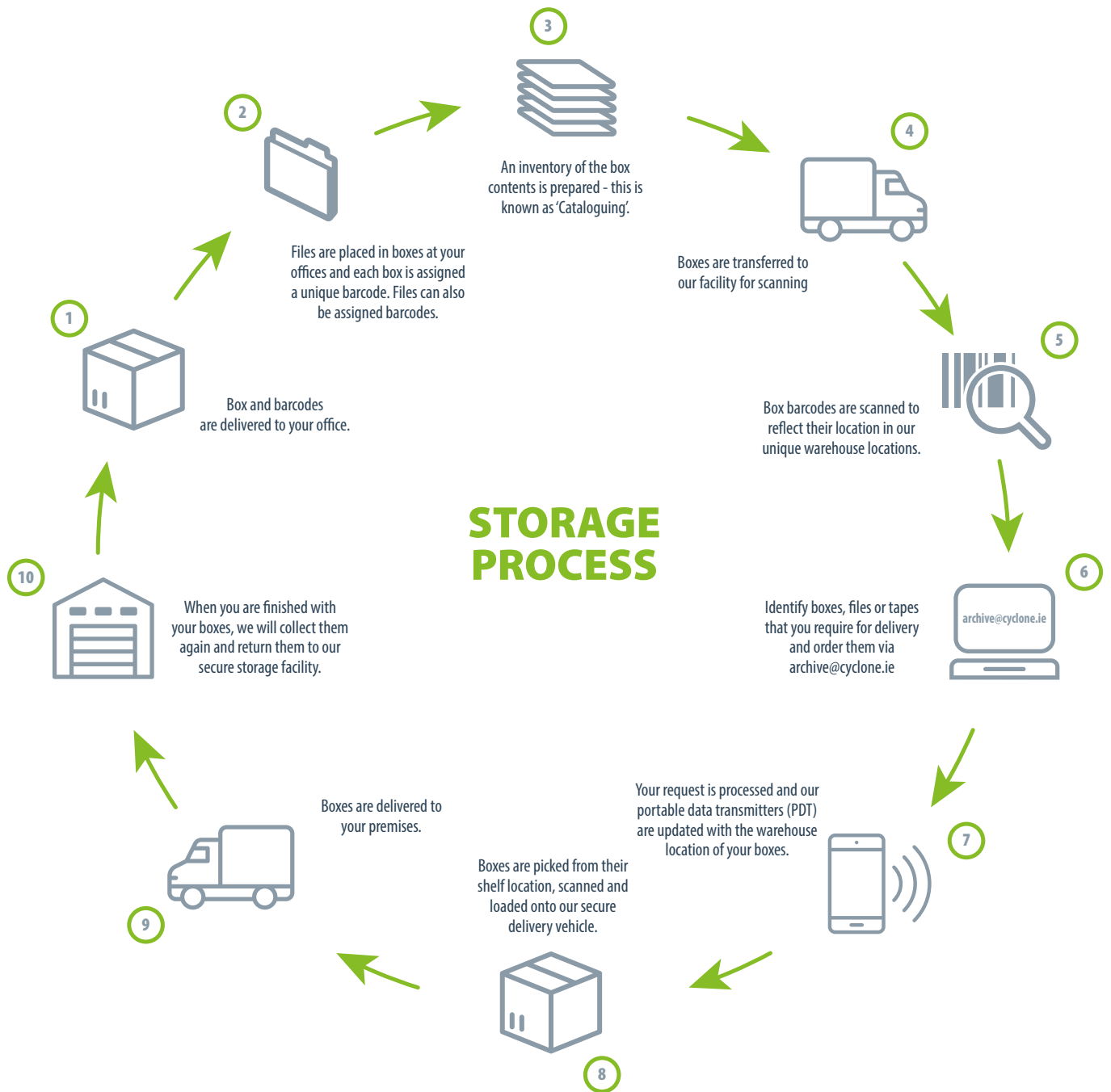
Facility Permit: WFP-FG-15-0006-01

Waste Collection Permit: NWCPO-08-01122-02



## 3.2 STORAGE PROCESS

Some sort of introductory text would be needed here...







## 4 STORAGE FACILITY

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Cyclone have secure facilities at Units 18/19/20, North Park, Dublin 11, adjacent to Junction 5 at the M50.

- Only security cleared personnel have access to our Archive Facility.
- All areas require swipe card clearance for access.
- Site visits by clients are welcome and all visitors must be accompanied by a security cleared member of staff at all times.
- The facility is monitored internally and externally 24 hours a day by CCTV. All footage is recorded and kept on file for 30 days.
- Our facilities incorporate intruder alarms that are NSAI and PSA Certified. They are Grade 2 Installations with perimeter and internal alarms connected to a central monitoring station by fixed lines and GSM Communications equipment.
- There are CCTV cameras on all external doors and internal reception areas. CCTV also monitors workstations in our Archive Facility and are all digitally recorded. (Our Installation Company's Licence Number is IAS-1094.
- All our staff are vetted and sign confidentiality agreements that forbid disclosure of information relating to Cyclone and its clients both during and after the employees term of employment.
- Our vehicles are used solely for the transport of records and data.
- Each vehicle is equipped with GPS Tracking Systems
- There are fire stations situated at each aisle and all fire fighting equipment is inspected on an annual basis. There is a no smoking policy in or in close proximity to the facility.
- Our fire protection system has L2 Classification including Fire Zones
- Our fire detection system is connected to the main alarm system in the case of activation our monitoring station will inform the fire service. The nearest fire station is located 1.5 miles from the facility.

# Cyclone Archive

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