



# Cyclone Archive

Records Management Made Simple.

# 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 sealed, and 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.

All boxes are logged 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.



# 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.



# Off-Site Tape Storage

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For many businesses, off-site tape vault storage continues to be a practical and cost-effective solution for backup and archiving. We offer a full range of flexible off-site tape storage and management services.

Our backup tape storage solution offers:

- » Reliable data protection from a trusted provider.
- » Rigorous chain-of-custody and audit trail for clear accountability.
- » 24/7 emergency response.
- » Assistance developing a tailored data protection and recovery programme.
- » Consistent storage practices across all of your sites to enhance compliance.
- » A bar code inventory system which lets you manage your off-site tapes and disaster recovery programme.

## Secure Transportation

When we transport your data, you can be confident of its security every step of the way. Your tapes are securely transported under lockdown, using our own fleet of GPS-tracked vehicles, specially adapted to transport media. At key points tapes are scanned for tracking and to document the workflow. We synchronise our tape pickup and delivery with your backup schedule.

## Perfect Storage Conditions

Once at Cyclone, data is stored in highly protected facilities in low-risk areas. Once your back up material is placed in the vault, your back-up tapes are protected by key card access, CCTV video surveillance and highly trained, rigorously screened staff. Our facilities are accessible 24/7 making your data available whenever you request it, every day of the year.

## Backup Media & Supplies

Your backup data is only as safe and reliable as the tape it's stored on. That's why Cyclone uses leading manufacturers such as Sony, Fuji, HP & Imation to offer a wide range of media tapes, containers and supplies.



# Document Scanning

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Scanning your documents is the first step to bringing them closer to your day to day business processes while also protecting your business against theft, loss or disaster. Cyclone specialise in full-service scanning and improving the efficiency of your business.

Cyclone's document viewing service is the ultimate interactive document management tool, giving our customers the freedom to view files or archived information remotely, securely and efficiently.

Cyclone offers companies a range of viewing options that are designed to streamline document management processes, increase efficiency and maximise user access to vital data.

Using our sophisticated online document management system, customers can remotely monitor and manage the status of the archive and/or view scanned documents. Access to the online system is by secure log-in, allowing users to obtain vital archive information from any location.

For clients who need a more comprehensive and long-lasting e-storage archive facility, Cyclone can provide dedicated web space on a secure server, where our customer's scanned documents are stored permanently as a virtual archive.

Once scanned, customers can index, link, annotate and email documents to speed up workflow and increase efficiency. Using a custom-built form, customers can also attach key words to documents, enabling almost instantaneous search and retrieval when needed.



# Document Compliance

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Peace of mind comes as standard at Cyclone. We offer a confidential, secure and effective records management service to all our Customers. We also have a responsibility to the law.

For our customers protection we have to demonstrate compliance with both data protection and environmental legislation.

Managing information is our business, and we are very aware of the need to comply with the Data Protection Act in all our work practices, and to provide customers with the relevant certification when we destroy documents on their behalf. We take our obligation seriously – breaching the Act is a criminal offence and can lead to fines, prosecution and business closure.

Those penalties apply not just to the document destruction supplier, but, to their customer as well.

Company obligations extend beyond the data in documents to the paper it is printed on.

All companies must commit to reducing waste going to landfill. Cyclone document destruction allows your business to demonstrate compliance with new legislation, providing all necessary certification to support your companies environmental policy, as all destroyed paper documents are sent for recycling after shredding.



# Consultancy

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## HOW IT WORKS

### Process Mapping:

Our experts will conduct a complete study of your current methods of record, document and workflow management. We will study the different processes and map them utilising the latest tools.

### Process re-engineering:

After conducting the initial study, we utilise our experience and know how to produce improvement methodologies which will redefine your processes and make sure they are in line with your expectations and best practices.

### Technology:

Having created a detailed gap analysis we can recommend the technologies that your organisation needs to meet its challenges and demands.

### Solution Design:

In addition to all the above we can customise a comprehensive solution and implement it using our expertise, tools and infrastructure.

## BENEFITS

### Best Practice:

Your organisation will be in line with industry best practice and thus maintain a competitive advantage.

### Retention:

The ability to quickly and consistently identify which records need to be retained and for how long.

### Maintenance:

Creation and maintenance of credible records for litigation, audit or government investigation.

### Compliance:

Compliance with legal and regulatory retention requirements.

### Efficiency and Productivity:

Improved operational efficiency, including reduced need for space, equipment and supplies.

### Business Integration:

Integration of records management into your business systems and processes.



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## **Cyclone Archive**

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