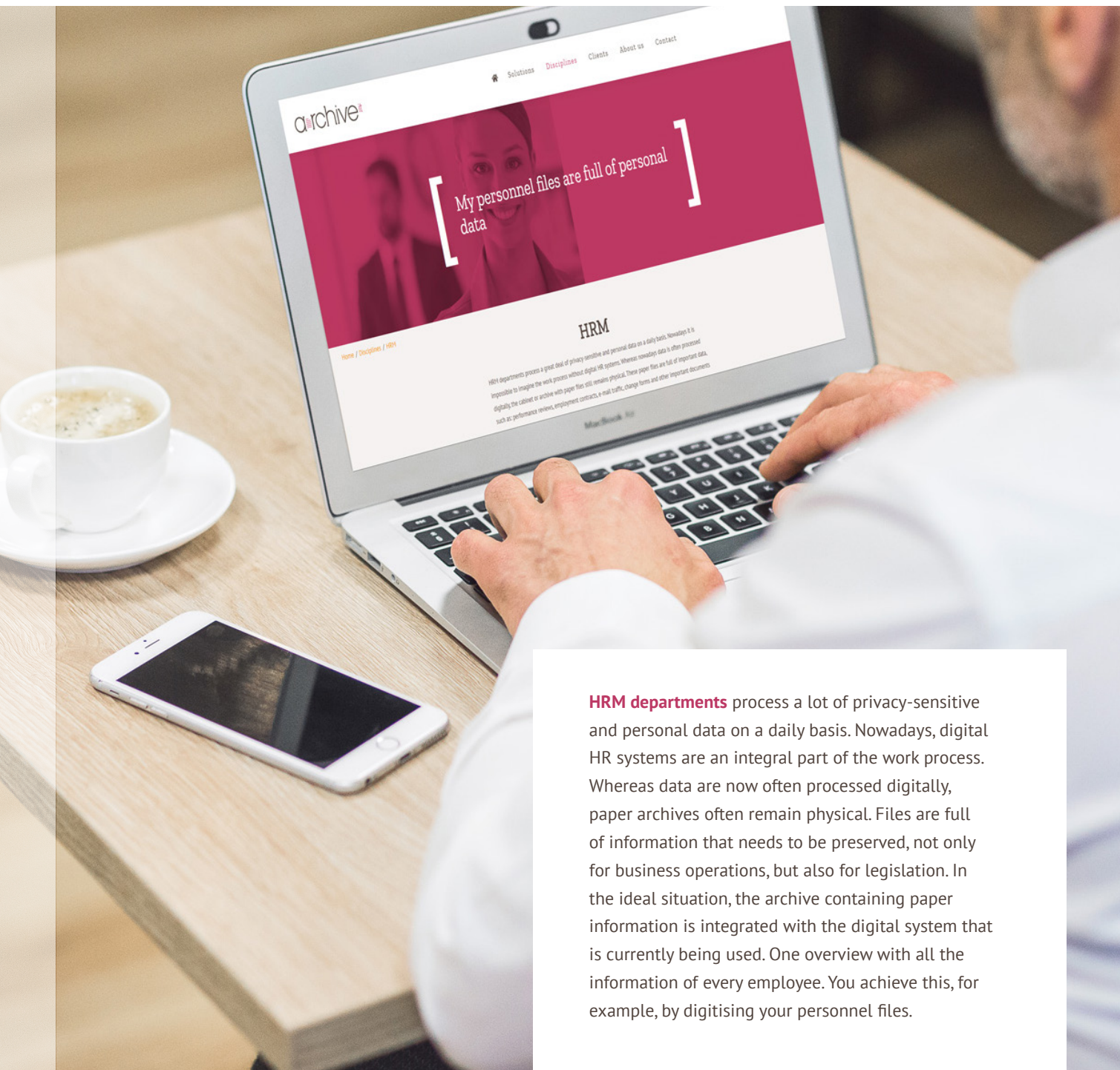


Safe and efficient
working with
digital personnel files

We are Archive-IT!

Archive-IT is a driven company that works every day to help other organisations store and quickly retrieve data - both physical and digital.

Processing data more easily
into information, improving
collaboration and efficiency.
That is what we stand for!



HRM departments process a lot of privacy-sensitive and personal data on a daily basis. Nowadays, digital HR systems are an integral part of the work process. Whereas data are now often processed digitally, paper archives often remain physical. Files are full of information that needs to be preserved, not only for business operations, but also for legislation. In the ideal situation, the archive containing paper information is integrated with the digital system that is currently being used. One overview with all the information of every employee. You achieve this, for example, by digitising your personnel files.



Physical archiving

Archive-IT offers various archiving possibilities. For documents that are not directly required within your daily work processes, but which you do need to keep, physical archiving is a good solution.

Think, for example, of files of employees who have left employment, or perhaps your organisation has other financial or administrative archives that take up a lot of space. Placing the archive safely in one of Archive-IT's secure archive facilities will free up valuable space within your organisation. Need a file? You can request all your archive records On Demand (both physical and digital)! After the retention period has expired, you can instruct Archive-IT for confidential destruction.

From conditioned archive storage to bulk storage in boxes on pallets.





Digitising

Archive-IT has extensive experience in digitising personnel files. Think one-to-one scanning, rearranging the content or making the file fully GDPR-proof. Archive-IT will meet with you to discuss the possibilities when it comes to document types, tabs and other wishes and requirements. The wishes and requirements that suit your organisation, the budget, but also the current legislation and regulations.

To give you the best possible support, we work with partners to make the digitised files accessible in the system you already work with. We provide a direct, secure import into your trusted system, with no effort on your part.

Digitisation of your valuable personnel files

- + Transparency towards your employees;
- + Information also available outside office hours
- + Extensive rights structures possible;
- + Integrations with various HR systems;
- + One overview with all information on each employee.





Vitalising

As soon as your organisation makes the choice to digitise its paper files, this immediately leads to an improvement in the overall overview. It still often proves difficult to find exactly the information you are looking for within an extensive file. Think of that one assessment form in that thick file of more than 100 pages. Thanks to smart technology, the digital file is analysed and then classified into easy-to-find subgroups. In no time, you can easily find the right document.

Maintaining a clear overview
is facilitated and analyses
can be carried out quickly
and reliably.

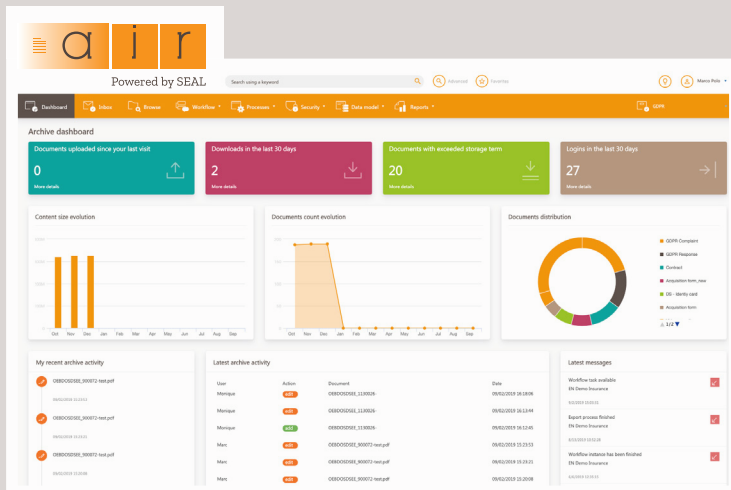
With our service vitalisation Archive-IT creates added value for your information. We do this by classifying, extracting and indexing, validating and then exporting. By actually doing something with your digital data, unstructured data is transformed into structured information. For example, are you looking for all employees with a specific diploma? This is all possible. Findability of your valuable documents is thus increased, maintaining overview is facilitated and analyses can be carried out quickly and reliably.





Digital archiving

Everything digital, that sounds nice! You too will see that the mountain of digital data is getting bigger and bigger growing. As a result, you risk losing the overview and run risks in terms of compliance and governance. Digital archiving stands or falls with easy retrieval of the right information at the right time in the right form. Archive-IT offers AIR offers the solution to create order in the digital chaos by storing the entire archive under one umbrella system. This all documents and files remain accessible authentic, reliable and usable throughout the entire retention period.



Why AIR?

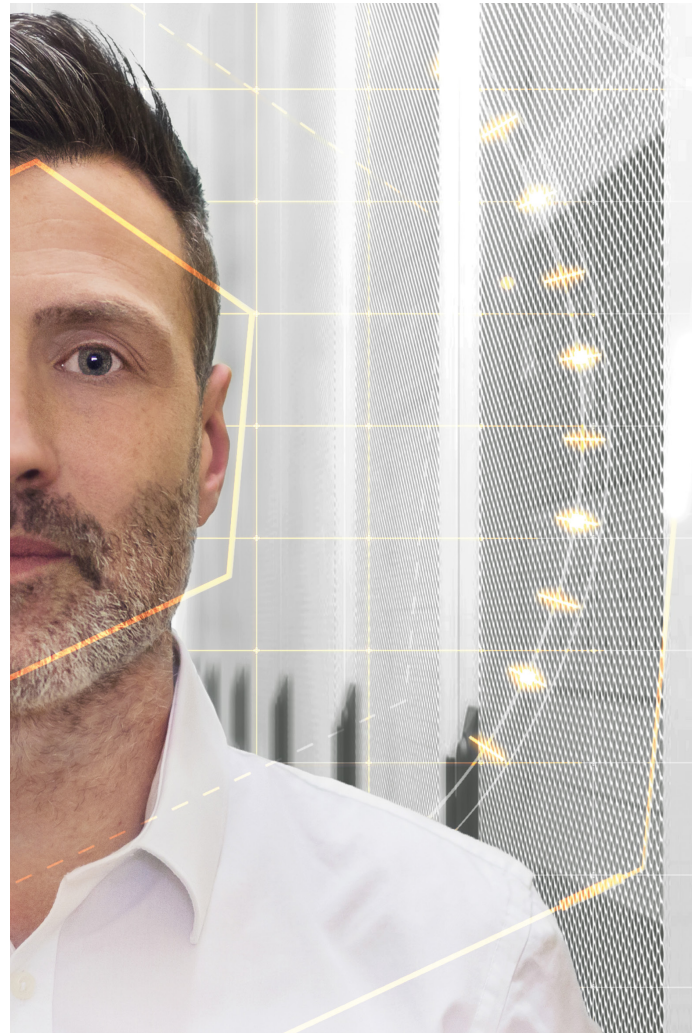
With powerful functionalities around Records Management, AIR enables you, to manage both your paper and digital archive accordance with the legal frameworks. Store your documents in a secure environment and harness the power of metadata to classify, navigate, search and find.

By cleverly and dynamically bundling all stored data, other insights are gained from the data that is already present. Thus data becomes valuable information. This will give your archive more value and you can make use of it like never before!

Safety

Whether it concerns physical archiving, the digitisation process or our software; Archive-IT guarantees optimal security and care. Archive-IT can only offer that assurance if the security of both physical and digital files is guaranteed at all times.

- + Complies with GDPR legislation;
- + Data protection officer;
- + Internal Privacy & Security Officers;
- + Software is periodically ethically hacked by certified party;
- + Confidentiality statements of all employees;
- + Unique CO2 extinguishing gas system;
- + Strict access control;
- + Camera surveillance;
- + Burglary prevention;
- + And a lot more!



Archive-IT takes measures, both physical and digital, to achieve and maintain that high level. We hold the ISO 27001, ISO 9001 and NEN 7510 certifications, the (international) standards for information security and quality management.

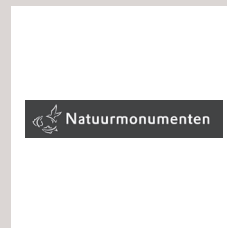
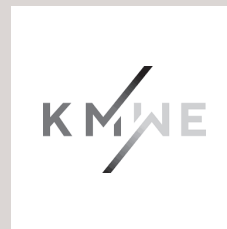




References

Personnel files of Porsche Group South fully digital in Cobra

Joan Damen,
Head of Administration at Porsche Group South:
"We immediately had great confidence in Archive-IT after the first introductory meeting. A party with expertise, a lot of experience and a flexible attitude. That suits Porsche Groep Zuid. For us it is important that the security of our employees' data is guaranteed. Privacy-sensitive information is involved and you have to take that seriously. It was quickly clear to us that Archive-IT highly values information security; with the ISO 27001 certificate as confirmation."





A custom-made solution?

Our team of specialists

is happy to think along with you!

Have a look at all our services and products on our website and request a no-obligation meeting with one of our experienced consultants!

www.archive-it.eu

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[smart. safe. solid.]

