

Security

The measures Archive-IT takes for optimal information security, both physical and digital.

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Physical Security

Archive-IT is continuously committed to ensuring the optimal security of its physical archive locations. We implement various measures to protect physical documents and records, such as strict access control with badges, CCTV surveillance, and effective intrusion prevention systems. Additionally, there is an automatic alert sent directly to the fire department in the event of a fire alarm.

Transport

Security starts at the source. When collecting records, Archive-IT places them in designated trolleys and transports them in sealed trucks to one of our secure locations.

Secured Facilities

Our archive locations are specifically designed for storing privacy-sensitive records, with procedures that ensure care, security, and efficiency. This means our facilities are equipped with specialized measures to provide optimal storage conditions.



Physical Security

Fire Safety

The archive rooms are only accessible through a secure airlock and are exclusively accessible to authorized personnel. Physical documents are stored in compartments with fire-resistant doors for maximum protection. In addition, advanced fire detection systems and a CO2 suppression system provide extra safety, ensuring that the availability of the records is guaranteed at all times.

Intrusion Security

In addition to fire safety, the facilities are equipped with extensive intrusion prevention systems. Strict access control ensures that only authorized personnel have access to relevant areas. Furthermore, all locations are equipped with CCTV surveillance to quickly detect potential threats.

Access Control

We enforce strict access control upon entry. Visitors cannot enter independently or access the archive locations. Upon arrival, they must report to reception and, after registration, receive a badge. This badge must be worn visibly at all times.





Digital Security

In addition to physical security, digital security is of utmost importance. It is a priority in our software solutions. We also work with external partners to ensure the integrity of our digital security.

Software Solutions

Our software offers various features and measures to ensure optimal security.

Access Security

In our software solutions, we implement various security measures to protect data. We use strong passwords and Two-Factor Authentication (2FA), requiring users to complete an additional verification step to gain access. This makes it much harder for unauthorized individuals to access the system.

Need-to-know

Our software operates with a groups-roles-permissions system, where rights can be defined in detail. Access and permissions are determined based on the need-to-know principle. Through logging, all activities within our software can be monitored. The opening, modification, or deletion of documents is carefully recorded, and any activities can be analyzed for irregularities.

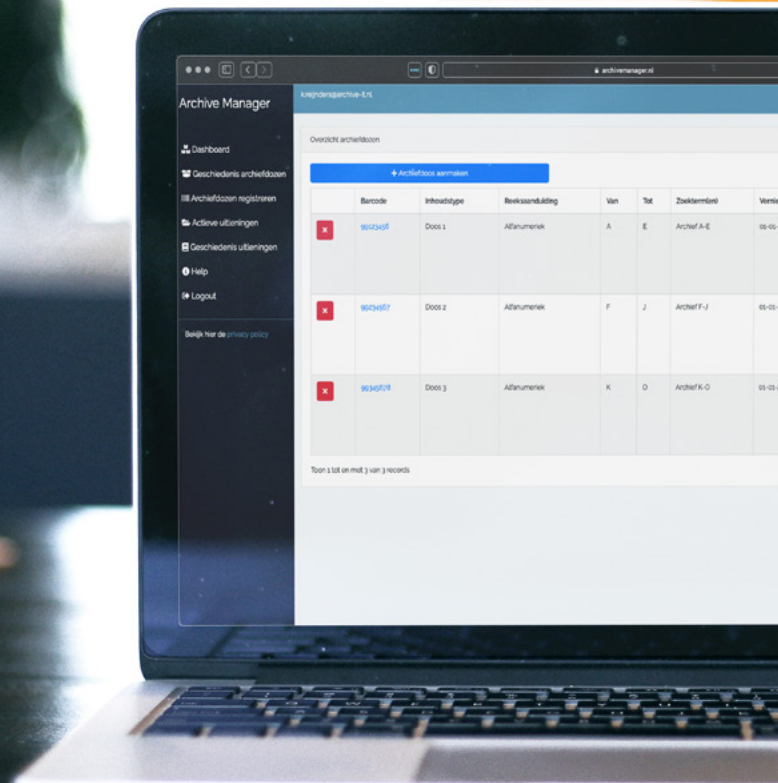
Digital Security

Intermax

The digitized data and our software solutions are hosted by Intermax Cloudsourcing. Intermax provides high-quality technology solutions to clients. Additionally, Intermax meets the strictest standards and holds certifications relevant to our industry. This ensures that Intermax provides the best possible security for data against unauthorized access, modification, theft, or damage.

Server Security

The security of our servers is proactively monitored daily using the Guardian360 security scan. Our software solutions are developed following the 'security by design' principle, adhering to guidelines that typically align with those of the NCSC. Additionally, the software is periodically reviewed by an external certified party for vulnerabilities through penetration testing.





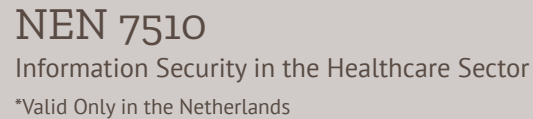
Digital Security

Ethical Hacking

Archive-IT regularly engages external penetration testing by specialized parties. Our applications are actively tested by conducting controlled attacks to identify vulnerabilities. This approach allows us to detect and fix security gaps, preventing misuse. This ongoing process ensures that our systems are continuously improved and adapted to the latest threats, guaranteeing the maximum security of your valuable data.

Archive-IT has optimized its processes for securing both physical and digital records, as evidenced by the certifications issued following independent audits. ISO certifications have become an essential aspect for Archive-IT.

ISO 27001
Information Security





GDPR, DPO, & Awareness

In addition to ISO and NEN certifications, the General Data Protection Regulation (GDPR) is of great importance. Other key aspects include the Data Protection Officer (DPO) and employee awareness.

GDPR

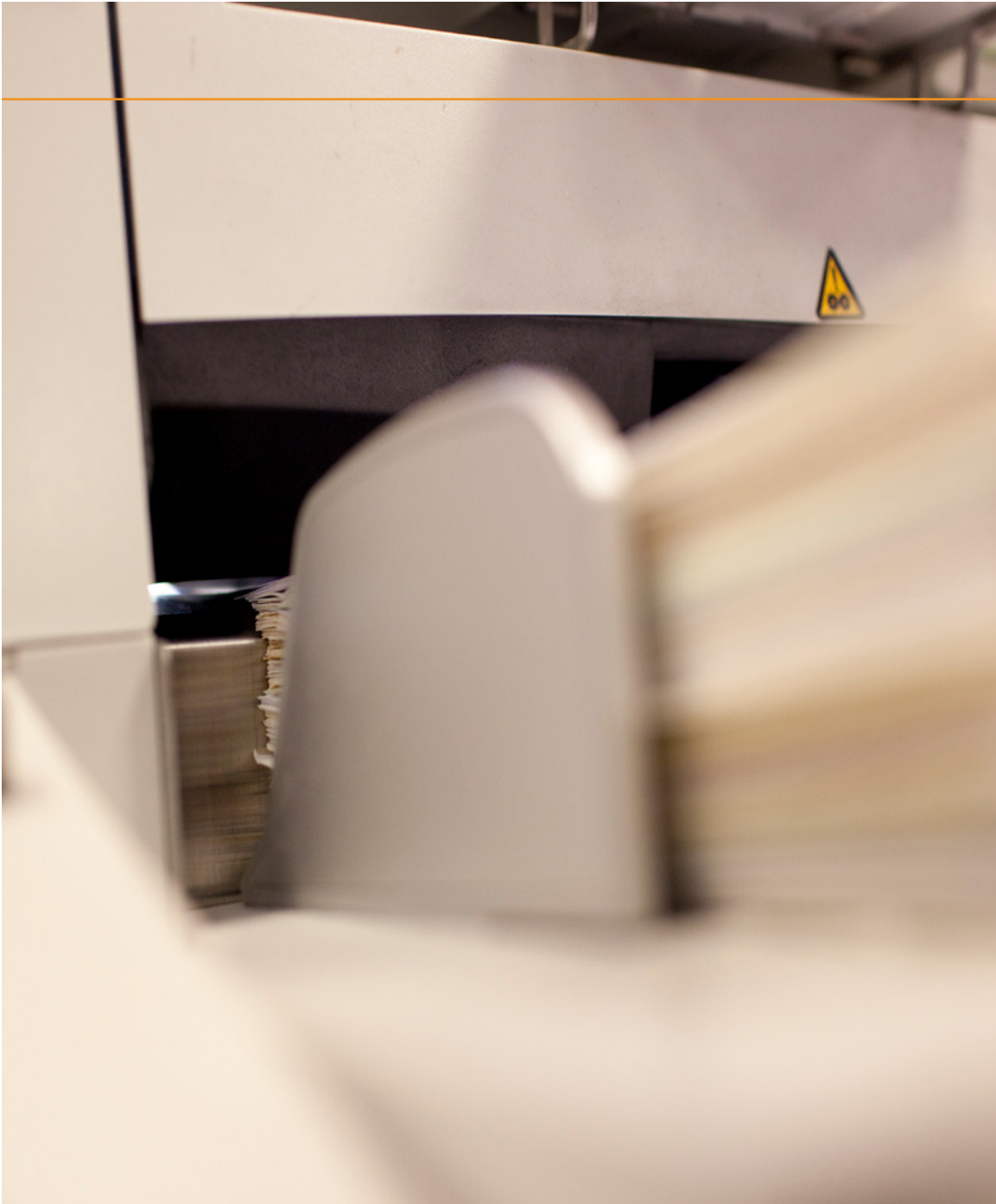
Archive-IT processes many records daily, filled with privacy-sensitive information. When the GDPR was introduced, Archive-IT focused entirely on ensuring compliance, and we are proud to say that we are GDPR-compliant. This is of great importance to our clients, who entrust us with their valuable and privacy-sensitive information.

Data Protection Officer (DPO)

An important aspect of the GDPR is the requirement to appoint a Data Protection Officer (DPO). The external DPO for Archive-IT is Drs. A.E. Klaassen. He is the Managing Partner at NewDay IT Risk & Assurance Services. Alex Klaassen is registered with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens) and has a supervisory role within Archive-IT on their behalf.

Contact

Mr. Drs. A. (Alex) E. Klaassen RE CIPP/E CIPM
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GDPR, DPO, & Awareness

Awareness

Raising awareness around this topic is a top priority at Archive-IT. As part of the onboarding program for new employees, there is a session on quality, information security, and privacy. Additionally, periodic awareness campaigns are conducted among current employees through email updates that address current events, privacy topics during quarterly meetings, and periodic assessments. Changes in laws and regulations are closely monitored, and procedures and/or measures are adjusted where necessary.

References



Jacques van Kerkvoort
Program Manager

"During our company visit to Archive-IT, we were so impressed by how Archive-IT ensures the security of records, both physical and digital, that the decision was quickly made for us."

Debora Janssen
Legal Secretary

"When you see the measures Archive-IT takes to achieve and maintain a high level of information security, you know: for service, quality, and meticulous care, Archive-IT is the place to be."

Alex Huisman
Advisor for IT & Automation

"The decision to choose Archive-IT was made after thorough research. An important criterion was the ISO 27001 certification. Archive-IT works with privacy-sensitive documents, and they have everything fully in order."



About Archive-IT

Archive-IT is the reliable partner for organizations looking to gain control over their information management and prepare for the future. Our headquarters is located in Reuver, Limburg. In addition, we have offices in Raamsdonksveer and Hoogezand (NL), as well as in Belgium, Germany, and France. We originated from Jalema, a producer in the field of archive and office supplies, which gives us unique insight into the archiving world.

We offer smart, secure, and innovative solutions that seamlessly combine physical and digital archiving, easily integrating with modern digital work environments. With our integrated approach—from process optimization to fully compliant information management—we make the past accessible, meet the demands of the present, and prepare you for a digital, sustainable future.

Contact

Would you like more insight into our security measures or discover how we can specifically apply them within your organization? Our experts at Archive-IT are ready to collaborate with you on a tailored solution.

We not only help you ensure security but also assist in the structured and organized management of your information. Whether it's digital archiving, compliance, or risk management, we provide the right support for your needs.

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Request a consultation with one of our experienced advisors. Send an email to info@archive-it.nl, call 077 750 11 00, or schedule a meeting using the button below. We are happy to assist you!

[Schedule a consultation](#)

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