0800 046 8081

Archive Storage

Cleardata offers secure archive storage services with fast digital file retrieval.
Our UK facilities are protected by enhanced security and fire detection, with certification to ISO27001:2022, ISO 9001, Cyber Essentials Plus and BS EN 15713.

Fully Managed Archive Storage

Cleardata's archive storage services enable you to manage your outsourced storage efficiently. We offer storage, digitisation, shredding and an online archive management system to provide managed retention and destruction dates, helping you to stay compliant.

Secure Storage
Archives are stored with a unique reference number in our secure facilities. Any physical interaction is recorded via our barcode system.

Collection & Delivery
Collection and delivery can be provided to any UK location. We have a fleet of securely tracked vehicles.

Boxes & Boxing Up
We offer secure Cleardata archive boxes, along with a boxing up service to package your files.

Data Indexing
Cleardata can index your records by any required reference number. We can import existing archive lists, manually enter data, or use look up fields.

Scan on Demand
File retrievals can be provided via our fast scan on demand service. Files are retrieved, scanned and returned digitally.

Records Management
Our Cleardox AMS System allows cloud archive management. View reports, manage file retrievals, retention & destruction.

e: sales@cleardata.co.uk

w: www.cleardatagroup.co.uk

Archive Services

At Cleardata, we ensure your records are stored in a secure compliant environment and fully tracked throughout the process. Utilising barcode technology and our advanced online archive management system, we offer a seamless and secure service.

1 **Fully Tracked**
Records are held in our secure facilities and tracked throughout the process using barcode technology.

2 **Pickup, Delivery & Boxing Up**
Fleet of vehicles available to collect, or deliver your records. We can also provide secure Cleardata boxes and a boxing up service.

3 **Ingestion & Indexing**
Boxes are logged into our archive management system. We can use existing lists, or index additional data.

4 **File Retrievals**
On request, our team will locate and retrieve your archives. Files can be sent physically, or via our scan-on demand service.

5 **Online Management**
Cleardox AMS allows you to manage box status, retrievals, retention, destruction and compliance reporting.

6 **Scan on Demand**
Scan on demand offers a sustainable and cost effective solution to retrieve your files digitally, on demand.

7 **Shredding**
We have onsite shredding technology to destroy your data, complying with to BS EN 15173. Waste is recycled to ISO 14001.

8 **Data Return**
Receive documents via secure file transfer, uploaded to SharePoint, or our Cleardox EDM system. Data can be output to any required format.

Cleardox AMS

cleardox ARCHIVE

Our Cleardox Archive Management System provides a compliant solution, offering flexible access and management of your archives stored offsite.

Key Features

User Management
Manage authorised users and access levels - see below.

Online Statement
Access and view an online statements of archives and files stored offsite.

Collection or Delivery
Request pickups, or deliveries, with a full audit trail.

File Requests
Submit file retrievals for return by scan on demand or physical delivery.

Managed Destruction
Automated notifications for archive end of life. Improve compliance and efficiency.

Compliant Reporting
Run activity and compliance reports e.g. box status, retrieval or box contents.

Records Retention
Extend or renew retention dates.

Order Supplies
Order boxes or labels.

User Access Levels

	File Requests	Book Collection	Order Boxes	Reporting	Create Users	Authorise Destruction	Extend Retention
Standard	x	x	x				
User Admin	x	x	x	Yes/No	x	Yes/No	Yes/No
Departmental Admin	x	x	x	x	x	x	x

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Why Choose Us?

Cleardata is certified to the latest BS standards, provides secure facilities and has invested heavily in IT & cyber security.

Secure Services

- Securely tracked collection.
- Facial & biometric entry systems.
- 24 hour CCTV.
- Enhanced VESDA fire detection system.
- Hydrosense water detection system.
- Perimeter fencing.
- Full audit trail.
- Qualified Data Protection Officer.

IT Security

- Cyber Essentials & Cyber Essentials Plus certified.
- Secure locked server room.
- Microsoft Azure data centre.
- CrowdStrike endpoint detection and response.
- External SEIM Solution maintained by Netitude's security operations centre.
- Privileged access management.

Case Studies   Certifications   Facilities

Certified & Trusted

BS 7858 Security Screening of Individuals

bsi ISO 22301 Business Continuity Management CERTIFIED
BCMS 738207

bsi ISO 9001 Quality Management Systems CERTIFIED
FS 505511

bsi BS 10008 Electronic Information CERTIFIED
EIMS 617113

CYBER ESSENTIALS PLUS

bsi ISO/IEC 27001 Information Security Management CERTIFIED
IS 541786

Data Protection Act 2018

CYBER ESSENTIALS

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