Security & Accreditations

Our Facilities

Cleardata offers secure document management, mailroom services, storage and scanning facilities. Our modern UK premises have been designed for the highest standards of document management, security and protection.

The facilities have been inspected by many NHS, Local Authority and Pharmaceutical companies and meet their high compliance standards.

Our premises are fitted out with the latest systems to ensure client's records are securely protected.

Biometric entry systems

Cleardata's premises are protected by biometric fingerprint entry systems. All employees are registered, with the system requiring staff to place their finger on the reader to gain access. This provides a record of access events to our premises by time and date.

Redcare security systems

Our intruder and fire alarms are both protected by Redcare Security. This immediately links the alarms are with the police and fire brigade, ensuring that emergency services are instantly contacted in the event of a fire or security incident.

24 hour CCTV monitoring

All areas of our facilities, including our archive storage warehouse, scanning bureau, digital mailroom, offices and property exterior are monitored by 24 hour CCTV. Providing surveillance inside and outside our premises to deter criminal activity and monitor all staff activities whilst handling documentation.

Secure perimeter fencing

Our premises are protected by secure perimeter palisade fencing. This provides high level security for our warehouse and scanning facility. Palisade fencing is vandal resistant, hard to climb and difficult to damage, offering the ultimate protection.

Hydrosense Water detection system

Cleardata's premises have a hydrosense water leakage detection system, which protects our warehouse facility from any water ingress, to prevent any damage to documents and paperwork. The system continuously monitors the premises for any water leaks.

Vesda Enhanced Fire Detection System

Premises are fitted out with a VESDA system – (Very Early Smoke Detection Alert.) An enhanced fire detection system which continuously monitors and tests the air to detect smoke. This system can detect tiny particles of smoke, providing an early warning system for fire. Argon gas protected storage is also available at our archive storage premises if required.

Accreditations & Compliance

We have worked hard to ensure our business is accredited to the latest standards for information security, quality management, confidential destruction, legal admissibility and records management.

Cleardata has been certified to:-

- ISO27001 - Information Security

- ISO9001:2015 - Quality Management Systems

- BS EN 15713 - Secure Destruction

- BS 10008:2014 - Legal Admissibility of Electronic Information

- Cyber Essentials Plus- a government supported scheme helping businesses protect against cyber attacks.

- NHS Data Security & Protection Toolkit - Cleardata submitted a successful DSPT submission. The Toolkit is an on-line system allowing organisations to measure and publish performance against the National Data Guardian's ten data security standards.

- GDPR – Our Compliance Manager is a GDPR trained practitioner, qualified as a Certified Information Privacy Manager.

Our dedicated accreditations team regularly check that the business complies against all our security standards, providing preventative and corrective action reports where necessary. Cleardata maintains its quality management system (QMS) to help us to continually improve the way we operate.

bsi. ISO/IEC 27001 Information Security Management — IS 541786

bsi. ISO 9001 Quality Management — FS 505511

CYBER ESSENTIALS

bsi. BS 10008 Legal Admissibility of Electronic Information — EMIS 617113

PCI Compliance
We have self certified our business for PCI Compliance, enabling us to securely handle financial data. Secure red zones have been set up, featuring: biometric finger print access, separate broadband connection, shredding facility, CCTV & security cleared staff.

Security Clearance
All staff are trained to handle records securely and are DBS Checked.

Inspections and Audits
We welcome your own internal inspection or audit team to check out premises. Cleardata prides itself on the security and management of its scanning and archiving facilities. The company has undergone many inspections by NHS, Local Authority, Financial and Pharmaceutical clients.

Data Protection Act Registered
Our business is data protection act registered and the team is trained in handling data securely and efficiently.

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information and records management society member

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