

Document Scanning Services

Cleardata offers high volume document scanning services, combined with intelligent data capture, document management solutions, secure document storage and shredding. Our modern premises have been designed and accredited to the highest BSI standards including ISO27001 (information security), ISO9001 (quality management). Cleardata is trusted by many businesses and organisations throughout the UK. We can help through a range of services including:-



Boxing Up and Collection Services

Boxing up and collection throughout the UK. Cleardata offers heavy duty archive boxes to accommodate your paperwork.



Digital Mailroom and Preparation

Digital mailroom service to open and sort your incoming documentation. Our preparation team can remove all staples and paperclips from your documentation prior to scanning.



Document Scanning

Scan any size of image from small format up to AO large format maps and plans. We use Kodak scanners throughout the bureau. Capable of capturing up to 410 images per minute, these scanners automatically recognise colour and produce high quality digital images. The scanners easily handle documents of different sizes, weights and types to deliver high document scanning productivity.



Large Format Scanning

Our large format bureau uses OCE technology. This technology can capture vellum, paper, transparency, fabric or any other type of drawing paper. We can also print or photocopy your large format documents for your own use. The scanners produce high quality digital images, picking up fine detail such as faint pencil marks or drawing references.



Intelligent Data Capture

OCR and intelligent data capture technology, enabling the automatic extraction of data from your paperwork. This can be used to save time processing documents such as claims or invoices.



Quality Checking

200% quality checking for all scanned images. Each image is checked by two separate operatives.



Indexing

Our IT team can index your documents by any required fields e.g. name, date or reference number. Once indexed digital information can be found quickly and easily using a simple keyword search technology.



Digital Output & Document Management

Output your digital images in any required format. Images can be returned via secure ftp upload, dvd, cd or memory stick. Alternatively we offer digital upload via our online document management solution, enabling fast, easy access for multiple users from any location using a web browser.



Secure Document Storage & Shredding

Our scanning bureau has a secure document storage and shredding facility onsite. We can return your paperwork to your premises, shred or securely store in our archive facility. \

Accreditations & Compliance

Our Security

We have worked hard to ensure our business is accredited to the latest standards for information security and records management.

Cleardata has been accredited to the latest ISO standards, including ISO27001 and ISO9001. ISO27001 provides compliance for Information Security and ISO9001 offers compliance for quality management systems.

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 our solutions and the way that we operate our business so that we can pass on the benefits to our customers. As a consequence of our high quality standards, all of our operational processes are accredited with ISO 9001:2008 (Quality management system)

PCI Compliance



Cleardata has PCI compliant processes in place, audited by several financial sector companies, enabling the secure handling of data. Secure red zones have been set up, featuring: biometric finger print access, broadband connection, shredding facility, CCTV & security cleared staff.



Security Clearance - NPPV Level 2

All staff are trained to handle records securely and Disclosure checked. The business is also certified for employee security clearance to Non Police Personnel Vetting Level 2.



Certificate Number: FS 505511



Certificate Number: IS 541786

Inspections and Audits



We welcome your own internal inspection or audit team to check our 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.