

Document Storage Services

Cleardata provides fully managed archive storage services, with fast digital retrieval to companies throughout the UK. Our facility offers secure document storage, scan on demand digital retrieval and managed shredding and destruction services.

Premises are accredited to ISO27001 for information security and ISO9001 for quality management services. The facility has also been approved by external auditors for blue chip businesses and organisations including the NHS and Public Sector. Cleardata's services include:-



Archive Storage Boxes

Cleardata offers heavy duty archive boxes to accommodate your paperwork.



Boxing Up and Collection Services

Boxing up and secure collection throughout the UK using our own fleet of vehicles, complete with vehicle tracking for your security.



Indexing

Indexing service available to log and record all your documents and information.



Secure Archive Storage

Secure storage in our state of the art document storage facility. Fully managed archive storage with managed destruction dates and fast digital retrieval.



Scan on Demand Service

Our onsite document scanning bureau enables fast digital retrieval of your documents. The team can retrieve, scan and digitally return your documents within a guaranteed 2 hours of your initial request.



Managed Destruction & Shredding Service

Managed destruction dates for your archives, with secure shredding at our site, using our industrial shredding equipment.



Security



Redcare Security

Intruder and fire alarms protected by Redcare Security, linking with the police and fire brigade. This ensures emergency services are instantly contacted in the event of a fire or security incident.



Biometric entry systems

Biometric fingerprint entry systems, provide secure entry and a record of access events to premises.



Vesda Enhanced Fire Detection System

Very Early Smoke Detection Alert System, this enhanced fire detection system continuously monitors and tests the air to detect smoke.



Hydrosense Water detection system

Hydrosense water leakage detection system, protects our warehouse facility from any water ingress, to prevent any damage to documents and paperwork.



24 hour CCTV monitoring

24 hour CCTV Monitoring, providing surveillance inside and outside our premises to deter criminal activity and monitor all staff activities whilst handling documentation.

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)



Certificate Number: FS 505511



Certificate Number: IS 541786



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.



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.