

## Security & Accreditations

### Our Facility

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 facility has been inspected by many NHS, Local Authority and Pharmaceutical companies and meets their high compliance standards.

We're proud of our facilities, which are fitted out with the latest systems to ensure our 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 also available at our archive storage premises if required.

## 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

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.



### 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.



### 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.



### Data Protection Act Registered

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