

10 TIPS

...FOR FINDING THE PERFECT ARCHIVE SERVICE COMPANY

Are you looking for a safe location for your archive? A service company, which takes over responsibility for managing your business documents? No problem! Service companies are able to offer you external storage facilities for your company's know-how. However, there are a few aspects that you should consider, before you opt for a particular service company:

1. Your records should be stored at a high-security archive:

- The standards set by the Federal Office for Information Security (BSI) and the VdS Damage Prevention Company must be met, a fire protection concept must exist; the building must be certified as a paper archive by the building authorities; burglary and fire protection, access controls and vermin prevention must be guaranteed.

2. The company has the necessary expertise:

- Look for a company that has been operating in the market for many years, is a member of sector organisations like the German Association for Data Protection, has trained employees with an impeccable reputation (certificate of good conduct). Good references and specific sector experience.

3. An "all-round care-free package" is an advantage:

- The provider needs to offer additional services from one source (digitalisation, file recovery, destruction, transportation etc.)

4. The service company is not a "flash in the pan":

- Look for stable corporate structures, future viability and financial strength.

5. Customer portal:

- A modern Internet portal for file management and a module for placing orders online must be available.

6. Hosting the file data at a computer centre in Germany:

- Secure storage for your data in line with the German laws and standards must be guaranteed.

7. Certification in line with DIN EN ISO 9001:

- The internationally recognised standard for managing in-house processes.

8. Certification in line with DIN ISO/IEC 27001:

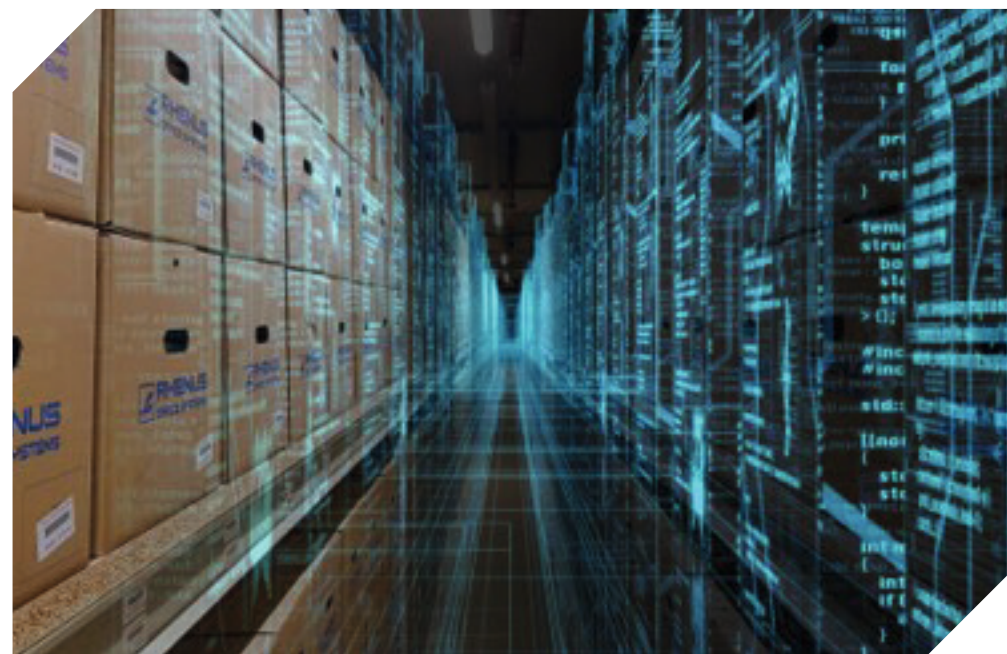
- The leading standard for information security management systems with the most important requirements for the best possible protection of data.

9. Certification in line with IDW PS 951:

- An external auditor handles the assessment so that not all the customers of a service company have to audit its working procedures at the site.

10. Certification in line with DIN 66399-2:

- Guarantees that the destruction at the end of the archiving process meets the data protection laws.



Get in touch with us!

At Rhenus, we ensure audit-proof archiving for your company's know-how. Contact us and we will find the right solution for you. We have professional operations and can make available the capacity that you require to provide you with the best possible services and products so that you can achieve your corporate goals even faster and more efficiently.

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