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Is Your Document Management Efficient Enough

Effective document management is crucial for any organisation's efficiency, reputation and profitability.

Many companies struggle to implement practical recordkeeping practices, especially when migrating to digital or hybrid digital-paper systems.

Document management gaps, such as inefficient, poorly managed or outdated systems, affect a business in many ways. Some threats include data security, legal compliance, wasted time, missed business opportunities and financial losses.

Shredall SDS Group deploys a holistic approach to provide comprehensive document management solutions. We address all key aspects while ensuring legal compliance. This whitepaper examines the pressure points and how modern-day solutions tackle these issues.

Your customers' data is at risk without proper protection

Data security is core to an effective document management strategy. Unauthorised access to confidential or sensitive data compromises businesses on several levels. Outdated or unsecured systems make a document strategy vulnerable and open the door to data breaches, identity theft and the exposure of personally identifiable information (PII), among others. Effective document strategies incorporate security from the generation to the disposal of data.

The secure handling and disposal of end-of-life information are part of data security. Neglect in this area amplifies risks.

Financial losses

Data breaches cost companies millions each year and recent surveys show that this problem is on the rise. Compromised information leads to costly legal fees and regulatory penalties, such as those imposed via the General Data Protection Regulation (GDPR). Businesses also pay small fortunes to investigate breaches and invest in alternatives. Publicly listed companies see the financial impact of breached information on share prices and market valuations.

Damage to brand reputation

In today's world of rapid information dissemination, good news spreads fast, but bad news spreads at the speed of light. Data breaches can significantly harm or even tank a company's reputation. It causes businesses to lose clients and also existing or possible networking opportunities.

Operational disruptions

Data breaches trip up the productivity of an organisation. Many operations cannot proceed before the issues are resolved. These incidents affect more than just one function of a company – the ripple effects impact the business as a whole.

For these reasons, a document management system with rigorous security is not just a nice-to-have, but is absolutely crucial.

✓ Solution

You can address security risks in your document management system in different ways. An electronic document management system (EDMS) includes encryption, role-based access controls and activity monitoring. These functions safeguard sensitive information and help you keep a finger on the pulse of information movements.

The secure disposal of physical documents is key to curbing data leaks and protecting the sensitive information of a business and its clients. An effective option is certified destruction via a reputable document management partner. This includes the audited certification of physical and digital data on external servers and internal hard drives.

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Customer Portal

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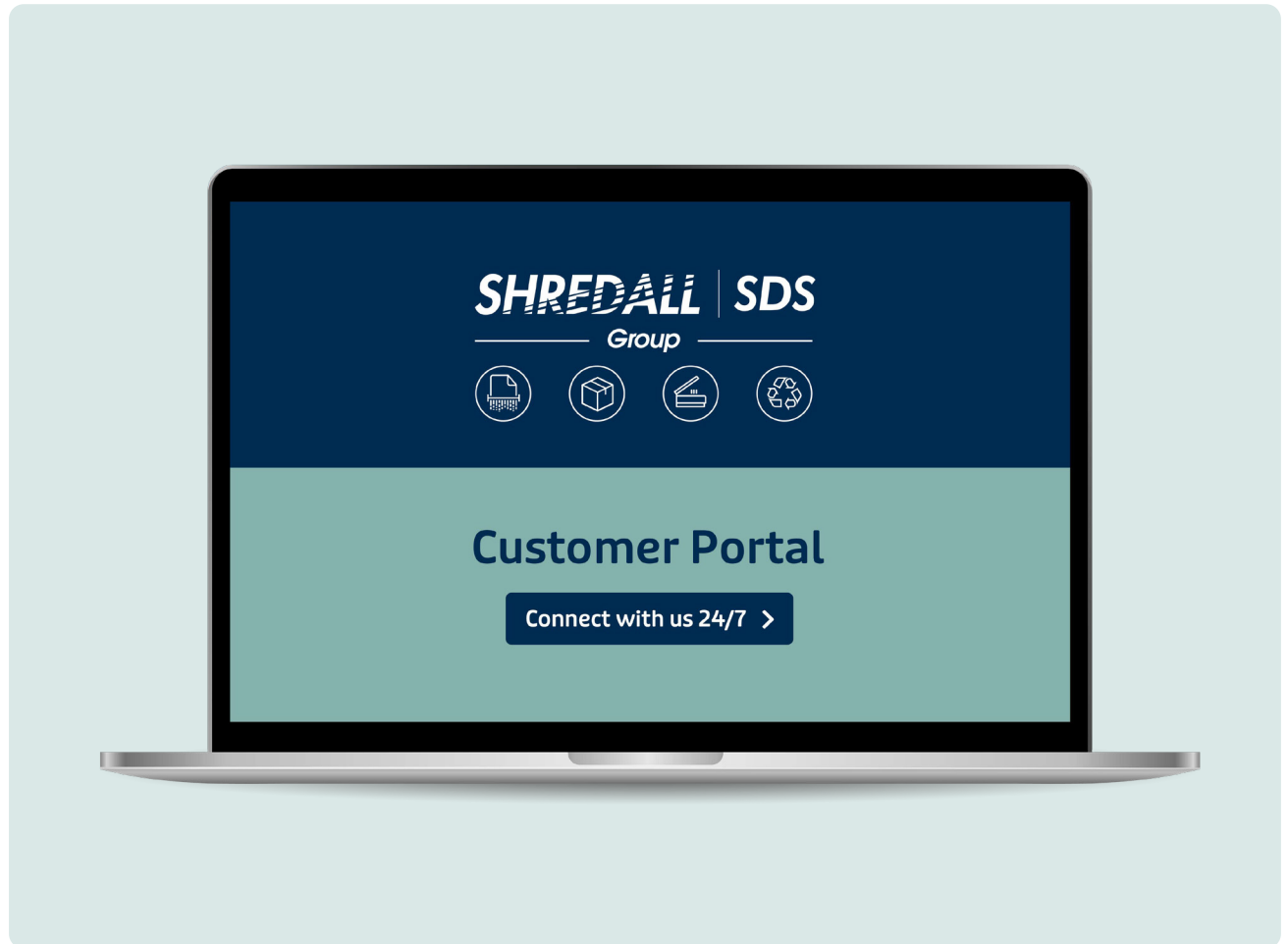
PROBLEM

Your document retrieval process is slow and inefficient

Whether you run a product- or service-based business, effective document retrieval practices are a must. Slow and inefficient document retrieval processes hobble the productivity and reputation of a company. Employees waste a lot of work time when they have to search for and refile documents.

This productivity loss is not isolated. It frustrates workers, which impacts job satisfaction and possible staff turnover. It causes delays in responses or production, which impacts customer satisfaction and brand standing. It cuts into bottom lines, as standstills affect quantity and quality outputs.

While also applicable to digital information, traditional document management systems are especially vulnerable to information retrieval pitfalls. It is easy to misplace or lose documents when using physical storage and manual indexing systems. In these situations, information often changes hands, which also escalates data security risks.

Even digital systems pose data retrieval risks. Outdated software hinders quick and efficient retrieval. It is also open to cyber-attacks.

✓ Solution

Digital avenues, such as EDMS, provide instant and secure access to documents. These solutions eliminate or limit physical document storage and retrieval. They save time and boost productivity without compromising data security.

In practice, this means solving customer queries in real time and managing equipment malfunctions without delay, for example. A clear document management policy incorporates effective document retrieval and regular reporting to track document status.

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You're struggling with compliance audits

Several laws prescribe how data should be managed. These include the GDPR in the EU, the Data Protection Act in the UK, and the Health Insurance Portability and Accountability Act (HIPAA) in the US. Among others, these data protection laws stipulate how documents must be stored, archived and disposed of to prevent breaches.

Compliance is often a challenging but crucial element of document management. If businesses fail to meet the requirements, they face penalties such as fines and legal issues. This not only impacts a company's bottom line but also affects brand reputation.

✓ Solution

Navigate the legal landscape of document management by partnering with a recognised document management expert. Shredall SDS Group not only brings more than 28 years' experience to the table, but we also tick all the boxes when it comes to accreditation.

This includes:

→ UKSSA accreditation via regular independent audits confirming that we meet the requirements of the GDPR, BS EN 15713 and BS 7858, assuring you that we can handle, store and dispose of your sensitive documents.

→ ISO 9001 accreditation for quality management.

→ ISO 27001 accreditation for information security management.

PROBLEM

You're struggling to reduce your reliance on paper documents

Paper-based documents reigned supreme in businesses for more than a century. Historians hail filing cabinets, which date back to 1898, as the first official document management systems.

Computation and technological evolution changed this landscape dramatically and irreversibly. Modern-day businesses are rapidly transforming paper-based environments into paperless ones.

Gaps in physical document management systems include limited access to information, disorganised storage and time-consuming retrieval processes. Paper-based data is vulnerable to security risks such as identity theft or industrial fraud, which in turn cause compliance risks. Also, these systems are cost-inflated; storage space and ongoing document management efforts are expensive.

Hybrid systems – where companies implement a mix of paper and digital document management – make it difficult to track records and control access effectively. Similar to physical processes, they also escalate compliance risks and operational expenses.

✓ Solution

Comprehensive digital approaches address these issues successfully. An electronic document management system (EDMS) lets you store, search and retrieve documents in no time without subjecting data to security risks. It minimises the need for physical storage, which helps unclutter workspaces and improve productivity.

Shredall SDS Group implements a holistic approach to your paper-to-digital transformation process. We index and categorise both physical and digital files, which empowers businesses to organise documents efficiently and streamline the transition from paper to electronic formats.

Our services include retention schedules to ensure that organisations meet regulatory requirements. This also helps with the disposal and destruction of outdated and redundant files. When you scan and digitise documents, you reduce clutter and boost workflow efficiency.

SDS have provided a reliable, fail proof, business disaster recovery plan for student documents and other important archives. I was worried the cost would be out of our comfort zone but actually with a business plan put in place, the cost was manageable and is now much more effective.

Shredall SDS Group have given us the ability to convert paper documents to electronic files, making our storage and accessibility much more manageable, convenient and cost effective.

Shredall SDS Group have provided us with many options to digitise, store and confidentially destroy our rooms full of archive storage. Documents never get misplaced like they used to and rooms that were full of archive boxes are now used as classrooms and a staffroom.

- Education Director of Services - Birmingham Secondary School

You need a more environmentally sustainable solution

Paper-based document management systems and associated paper waste significantly contribute to carbon emissions. When this waste ends up at landfills, it decomposes and releases greenhouse gases such as methane. Statistics show that the UK generates roughly 10 million tonnes of paper waste every year.

Deforestation plays a definite role in climate change. Globally, people cut down billions of trees to meet the demand for paper. Approximately eight trees go into the production of 100,000 sheets of paper. This process also uses large amounts of water and energy.

Paper is expensive. Research found that UK businesses pay out an estimated £15,000 annually for paper.

In today's climate (actual and business), companies are under pressure to meet green goals and adopt sustainable practices. An environmentally friendly document management service helps organisations meet these targets, attract eco-conscious clients, and comply with green protocols and legislation.

Solution

A digital document management system complies with green drives. It reduces paper use and waste while saving money. This waste reduction improves sustainability and helps curb global warming. The indirect decrease in energy used for paper production also contributes to a healthier planet. Also, many businesses migrate to smaller, cheaper facilities due to the space they save with digital document management systems – another cost saving.

Shredall SDS Group is your green go-to for document management services. Our ISO 14001 Environmental Certification assures you that we recycle 100% of paper waste to boost your sustainable practices.

Your current document management provider just isn't cutting it

Document management is an ever-evolving process, which is continually influenced by regulatory changes and improved practices. Document management providers are plentiful, but many offer sub-par services with inefficiencies that directly impact businesses. These include poor customer service, outdated technology, insufficient auditing and accreditation, and slapdash document management approaches.

Legislative non-compliance, security gaps and hiked costs threaten your profit margins, legal alignment and brand reputation. For these reasons, it is essential to partner with a trusted and reputable document management services partner.

✓ Solution

Make us your document management services partner to avoid compliance, cost and reputation issues. Shredall SDS Group's comprehensive approach to document management includes everything from start to finish. We prioritise digitisation and offer secure document storage, shredding and indexing. Also, we tick all the legal boxes applicable to your industry. With our advanced technology, which includes EDMS, we streamline your filing and retrieval processes. This means improved productivity, reduced risks and more efficient operations. This is what our clients have to say:

We have found the service levels provided by Shredall SDS Group to be outstanding. We have used Shredall SDS Group for the past 8 years and I would have no hesitation in recommending their service to any business. We like to know our hard drives containing our employees data is shredded and recycled confidentially meeting environmental and ethical needs. It's great to work closely with a business who recycle 100% of customers office waste.

- Managing Director - Nationwide Facilities Management Company

PROBLEM

You need more than just document management

Document management is much more than just an off-site storage facility. It is an extensive exercise that requires everything from policy development and staff training to legal compliance and regular audits. These are often forgotten when it comes down to the nitty-gritty of recordkeeping.

Your document management system must be flexible to adapt to the changes in your business, industry and legislation. If it does not address all the important aspects, it leaves you vulnerable to security, compliance and efficiency risks.
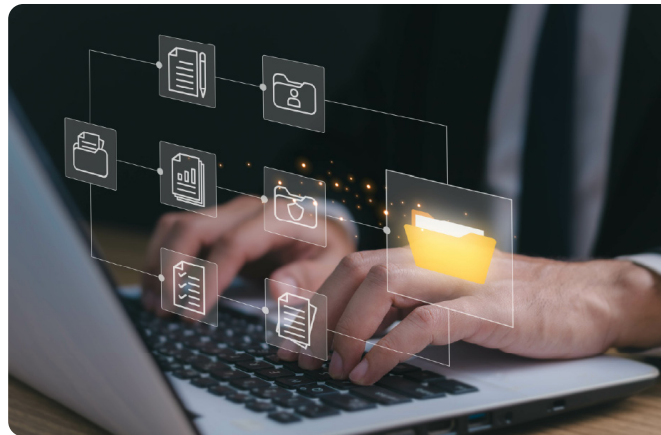
Solution

Shredall SDS Group approaches all of the facets of document management and ties the strings together to establish a smooth-running system. Apart from our shredding, storage, scanning and recycling services, we also offer consultancy services that help with:

→ Policy creation
→ Document classification
→ Retention scheduling
→ Auditing
→ Compliance
→ Support
→ Staff training

You're not sure what you need

Appointing a document management partner can be overwhelming, especially given the variety of options out there. You may also feel uncertain about what you need. Do you focus on storage, compliance or data security?

✓ Solution

Do not panic. Shredall SDS Group is here to support you. Our consultative approach helps you assess and prioritise your document management needs. We tailor solutions to suit your business and address your unique risks. With us, you get a total document strategy, from storage to recycling.

Contact Shredall SDS Group

Contact us for a quick quote or call us on 03333 555 100 to discuss your document management dilemmas.

Find out more