

ELECTRONIC DOCUMENT MANAGEMENT

Parkhead Housing Association

“We are now able to efficiently manage paperwork within our business”

THE COMPANY

Parkhead Housing Association is a Registered Social Landlord operating in the East End of Glasgow. The association employs 26 staff and has a stock of approximately 1500 units.

THE ISSUE

- Large amount of paperwork circulating the office
- Large room filled with floor to ceiling filing cabinets
- Data Security concerns. Paper is the most insecure means to transporting data

THE SOLUTION

Document Data Group designed a fully customised electronic filing cabinet structure which is accessed via password controls. A workflow system was installed to allow documents to be passed electronically throughout the office rather than paper copies which could be lost or destroyed.



**Parkhead
Housing Association**
1977 - 2017

Corporate Services Manager Mathew Reid said:

“The service received from Document Data Group has been excellent. We are now able to efficiently manage paperwork within our business and retrieve information quickly.”



"Simplifying your documents, securing your data"