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# documentdata



# group

"Simplifying your documents, securing your data"

## OFF SITE STORAGE v ELECTRONIC DOCUMENT MANAGEMENT



**Keeping documents in the office can be problematic for many companies wasting office space, the general cluttered environment and can expose confidential information to the wrong person.**

**Offsite storage can help to clear up these issues releasing office space, while still knowing your documents are stored securely.**

### **However have you considered the implications of Offsite Storage?**

- Paying staff to file documents and arrange for collection to go to storage
- The inconvenience of not having documents readily available when required
- Paying staff to locate documents and arrange for them to be returned
- The reliance on the storage company getting the documents back to you in time when you need them
- What about GDPR? You are expected to destroy documents with personal identifiable information that you no longer require. This means going through all stored documents and securely discarding of this information.

### **Advantages of an Electronic Document Management System (EDM)**

- By using an Electronic Document Management System you can still free up space within the office and your documents are even more secure through an encrypted software system. [Get in touch today.](#)
- You will also be reducing, if not eliminating the costs of paying staff to file the documents and manage the whole storage and retrieval process.
- Productivity will increase as staff no longer have to embark on the monotonous task of finding documents but can promptly do this by a quick keyword search therefore focusing their time on more urgent tasks.
- In terms of GDPR the retention module of EDM ensures you have the ability to remove documents efficiently when they reach the end of their lifecycle.
- What about disaster recovery? Electronic filing reduces the risk of documents being lost due to fire and flood.

To book a consultation and discuss Document Management further.....

[please get in touch](#)

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