

The accreditation has been awarded for our full range of services, which include:

Mail Opening

- Mail opened, sorted and delivered before your staff start work
- Option to scan and upload images of your opened mail into your work flow system

Document Management & Scanning / Data Capture

- Scan documents and files
- Archive scanning
- Destruction of files securely and safely once they have been scanned, if required
- Data capture service processing anything from customer orders to questionnaire and competition responses

Printing and Personalisation

- High speed colour digital print with optional personalisation
- No minimum quantity requirements

Fulfilment (machine and manual filling of envelopes)

- Fulfilment of single and multi-page personalised documents with up to six additional inserts
- Manual fulfilment of larger or more unusual items (i.e. CD's, sweets or pens)

Supply of Stationery

- Extensive range of envelopes and paper
- Personalisation of envelopes and packaging available
- Secure onsite storage with effective stock control system and re-order recommendations

Mail Response

- Client responses handled on your behalf
- Information captured and processed

Franking

- Scheduled daily collection of mail
- Weighing and franking with same day despatch
- Ad hoc franking services

Integrated Mailing Solutions (IMS) is the secure, innovative communications division of the Isle of Man Post Office and is the first printing, scanning and mailing specialist in the Isle of Man and Channel Islands to achieve ISO/IEC 27001:2005

With vast experience and unrivalled expertise in delivering mailing support services, we provide a secure and flexible way to outsource your mailing, fulfillment and document management processes and you can be confident that any work we undertake is carried out to the highest levels of confidentiality and security.



The IMS team has vast experience and unrivalled expertise delivering mailing support services for a wide range of customers both on and off the Island and you can be assured that work is carried out to the highest levels of confidentiality and security. To see for yourselves, why not take advantage of one of our free tours? Simply call 698456 to arrange, or for any other IMS enquiries.

For further information please contact:

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Customer Services Department
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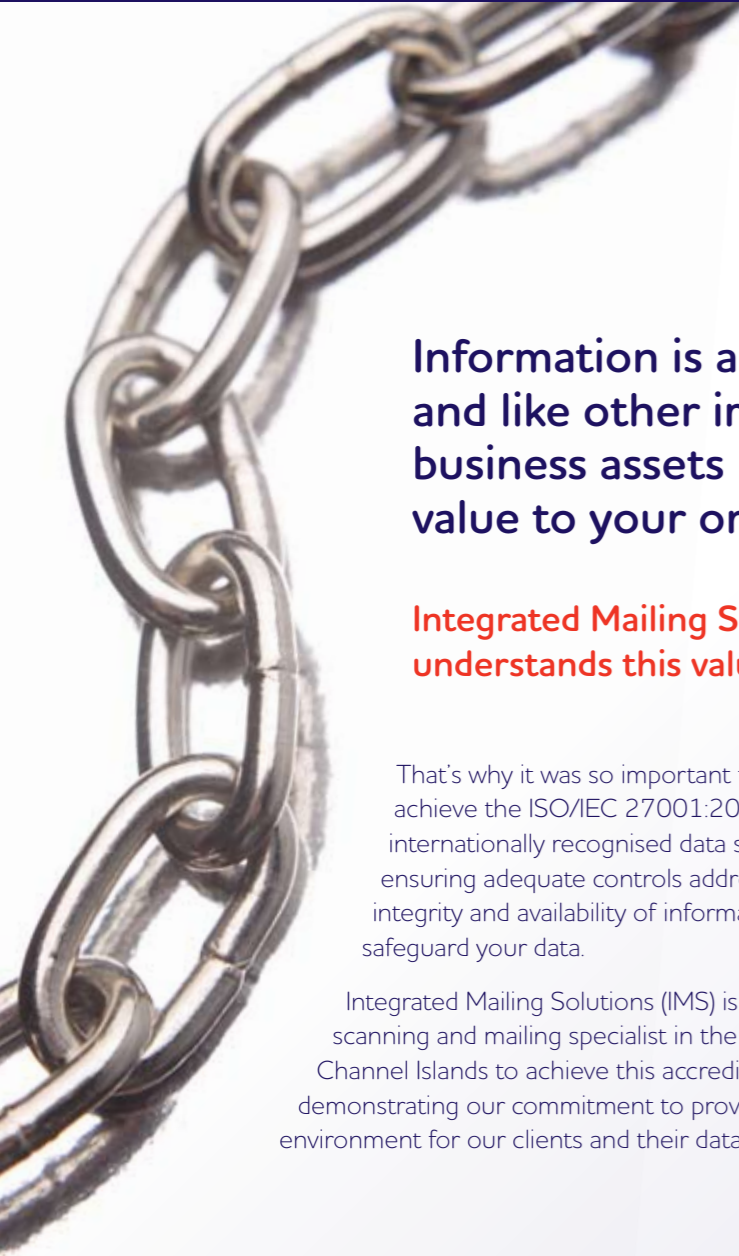
Data

Your most valuable asset?



A division of
Isle of Man Post Office
Oik Postagh Ellan Vannin

iompost.com/ims



Information is an asset and like other important business assets it has a value to your organisation.

Integrated Mailing Solutions (IMS) understands this value.

That's why it was so important for us to successfully achieve the ISO/IEC 27001:2005 accreditation - the internationally recognised data security standard for ensuring adequate controls addressing confidentiality, integrity and availability of information are in place to safeguard your data.

Integrated Mailing Solutions (IMS) is the first printing, scanning and mailing specialist in the Isle of Man and Channel Islands to achieve this accreditation – further demonstrating our commitment to providing the most secure environment for our clients and their data.

Our security is your security.

The importance of ISO/IEC 27001:2005

What is ISO/IEC 27001:2005?

ISO/IEC 27001:2005 is the internationally recognised standard for establishing, maintaining and continuously improving an Information Security Management System.

The Information Security Management System ensures:

- Validity of our security policy
- Our physical and environmental security arrangements meet the required standards
- Our technical security infrastructure has been audited and tested to the highest standard
- The effectiveness of our incident management process
- A robust business continuity plan
- An ongoing compliance and monitoring mechanism is in place

What are the benefits to my business?

Our Integrated Mailing Solutions (IMS) division has been rigorously tested by an independent auditor - Lloyd's Register Quality Assurance (LRQA) - Management systems experts qualified in information security to ensure the security system and processes we have in place for dealing with your data are of the highest standard and meet the requirements of the accreditation.

This allows you complete peace of mind.

Many Companies now see ISO/IEC 27001:2005 as a prerequisite for doing business. The accreditation means that you and your internal compliance teams have full confidence when using any of our Integrated Mailing Solutions (IMS) services.

By gaining this accreditation, it proves that we treat your data in the correct manner at all times by ensuring:

- Integrity: safeguarding the accuracy and the completeness of your data
- Management: a fully audited system that tracks your data
- Security: information is not disclosed to unauthorised individuals, entities or processes

