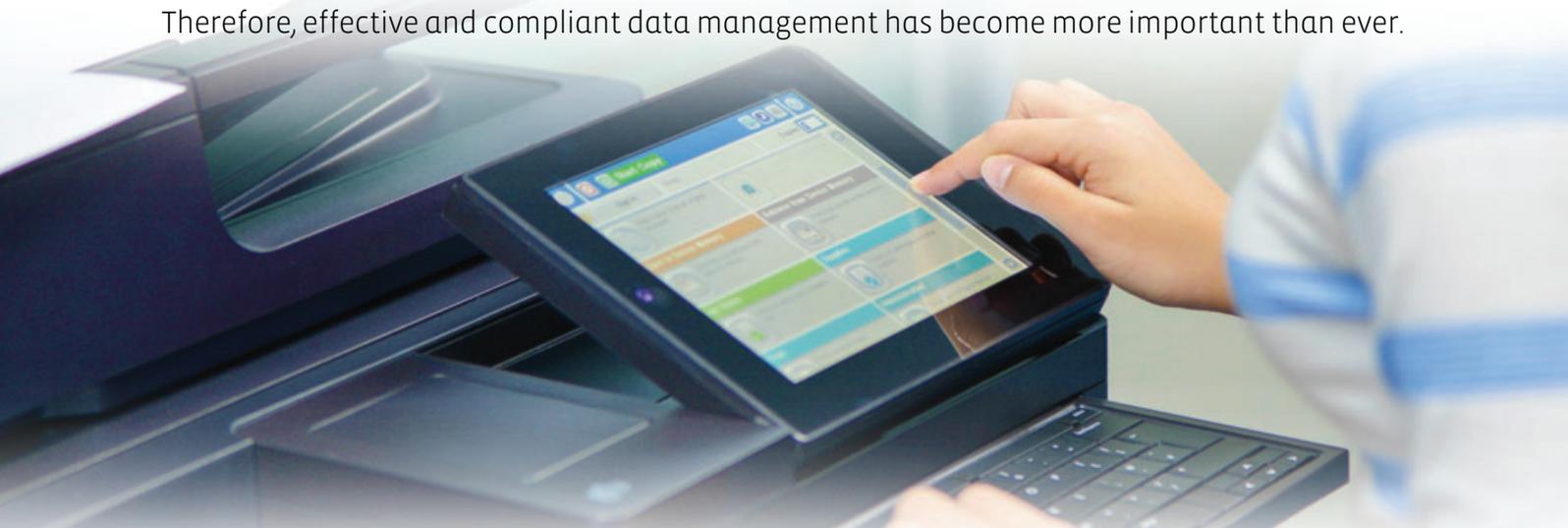


# Benefits of Document Scanning

Since the introduction of the General Data Protection Regulation (GDPR) in May 2018, organisations are now liable for fines of up to 4% of global turnover or €20 million (whichever is greater) for non-compliance. Therefore, effective and compliant data management has become more important than ever.



**Document scanning is an effective and efficient way of securely managing and storing data without the inconvenience and associated risks of working with paper files. The process of scanning documents is now extremely quick and simple. With a range of hardware and software available, no matter how your data is currently formatted, it can be indexed in to a searchable filing system to meet your business needs. Without this capability, none of the benefits listed below would exist.**

## 1. GDPR, Data Security and Audit Compliance

In the age of modern technology, data protection is a critical issue for consumers and therefore companies that serve them. Protecting information contained on paper copies can be problematic, whereas scanned documents can be encrypted, password protected, and securely stored. Access levels can be assigned to specific users and all file activity can be tracked. This in turn also has a positive impact on fulfilling legal and regulatory obligations as digital files can be indexed and produced quickly to meet the demands of even the strictest auditor.

## 2. Secure Information Preservation

Paper documents can perish over time, or at least degrade to the point where after a number of years of being handled, are no longer legible in critical areas. Provided you have adequate back-up facilities, electronic files solve this issue and ensure preservation of key information.

## 3. Improved Disaster Recovery

Paper documents are particularly vulnerable when a disaster strikes such as fires, other natural disasters or even theft. Once scanned and stored electronically, these files are much more recoverable and therefore damage, at least in this area, can be minimised.

## 4. Staff Collaboration and Time Management

After scanning, electronic copies of documents are much

easier to share with team members, particularly when it comes to staff in different locations. This is itself has an impact on streamlining of workflows and therefore improved productivity.

## 5. Office Space Requirements

Probably the most obvious initial benefit, is the reduction of the amount of space required to store paper documents. Instead of having to house hundreds if not thousands of bulky space-eating documents and files, they can simply be stored on one server. This in turn allows your organisation to either make better use of the additional space OR reduce overheads by renting less office space!

## 6. Environmental Impact

Consumers are now even choosing companies and suppliers based in how ethically they behave and what steps they take in order to minimise their carbon footprint and any negative impacts it is having on the environment as a whole. By scanning documents and storing them electronically, a company's paper consumption can be vastly reduced.

The above factors give an overview of the some of the positive impacts that switching to scanning and storing documents electronically can have on any company, regardless of the field or industry they operate in.

But where to start? Scanning all your documents can be tedious and blocking your valuable workforce and resources in the process might not be the way forward. Integrated Mailing Solutions (IMS), a division of the Isle of Man Post Office, has a dedicated team of experts which will work with you to assess your requirements and propose a scanning solution which best meet your needs. This can include box collection, scanning, secure document storage on the Isle of Man, archiving, efficient record retrieval and return delivery of your documents. You will also have a dedicated account manager who can deal with any questions or queries throughout the whole process.