

DATA PROTECTION FOR PHYSICAL RECORDS

DO YOU KNOW WHAT INFORMATION YOU HOLD?

Managing physical information securely can be a challenge. Paper can slip through the cracks, simply by being copied or printed and left lying around, carelessly disposed of, or even by being removed from a building. Old filing cabinets, storage rooms, hard drives as well as paper copies, all offer risks and are not always compliant and aligned to good data protection practice. The Data Protection Act (2018) covers paper records as well as digital ones and whilst much focus has been placed on digital, we know that physical security of records is just as important, but may be taking a back seat to digital requirements.

OUR PHYSICAL DATA PROTECTION REVIEWS COULD HELP YOU WITH:

- **CIA (Confidentiality, Integrity and Availability)** - improving your physical information security to help ensure that there are a set of rules that limits access to information, the assurance of the information, and to guarantee reliable access to the information by authorised people.
- **Subject Access Request** - reviewing your physical information records and helping your business know what information you have on your clients / customers.
- **Supporting and Safeguarding** - ensuring highly sensitive information is appropriately secured, kept accurate and managed through its life cycle and that its use by the appropriate people is not impeded or prevented by poor storage.
- **Reducing Storage Costs** - why waste precious budget storing information you no longer need or should have.

We can assist you in reviewing and improving your information security and data protection compliance. We can provide an easy to use, jargon-free action plan that enables organisations to quickly identify and prioritise which areas require improvement, whilst also highlighting good practices.



0121 559 6699 | Sarah.Richardson@advent-im.co.uk



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0121 559 6699

sarah.richardson@advent-im.co.uk

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