

CHANGE QUICK

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ABOUT

ADDS
Saving firms from
paper hell
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It's May already! Summer is nearly here and the evenings are so much brighter. GDPR has no doubt been breathing down all of our necks but it's never too late to implement changes. Check out our GDPR-dedicated page for assistance.

I want to share with you a recent experience from a visit to a legal practice. This particular LPM was very frustrated with not being able to get new processes signed off to implement some GDPR changes, mainly for investment reasons. The fact the company were at risk from fines were irrelevant.

On this particular visit I asked the LPM what she was currently working on. Their biggest corporate client had demanded that the firm should be ISO 14001:2004 certified in order to continue to work with them, as this was their biggest client the managing partner had seen the decision as a no brainer. I asked the LPM if she had thought to use the ISO 14001:2004 in order to push through some of the GDPR process changes she had been so worried about implementing. She looked at me, rather confused. I saw this as the perfect opportunity not only to get some of the firm's environment policies in place but also to integrate these processes with some much-needed GDPR changes.

Here are some examples of the changes:

- **Secure destruction cabinets onsite** - We supplied the firm with three secure destruction cabinets for the firm's files/paperwork to be securely destroyed. This not only meant that paperwork was shredded and recycled in line with a great environment policy, it also meant less of a worry with regards to data breaches, as documents containing important information could now be placed into a secure destruction bin

and cross shredded with a secure-destruction certificate. Double whammy win!

- **Electronic recall of files rather than hard copy** - The decision to order electronic files from archive (scanned and uploaded to an encrypted EDRM site) rather than hardcopy was taken to lower the environmental impact of the firm's needs, but at the same time this created better accountability as physical files were left safe and sound in archive storage (the practice had issues with files coming back to the firm and being lost/not returned to archive). The electronic scanned versions were uploaded to ActiveWeb, which not only meant better efficiency but also that the file was hosted on a secure encrypted platform with a full audit trail. Security access could be locked down on a departmental or individual user basis, which meant security accountability.

- **Retention schedule review** - The LPM was rather intrigued when this was brought up, how on earth does this influence our environment impact? Well, I said, it costs money, energy and resources to store hardcopy files both offsite and on your site. Storing files requires space, space requires electricity, security, heating and so on. A lower volume of files means a lower environmental impact. We started by viewing the storage areas in the office, a third of the files stored in the office were past their retention period. By destroying these files they not only lower their environmental impact but also free up valuable office space. I also brought up the fact that the firm was expanding and thinking about moving next year to accommodate this, when they just need to lower their storage area onsite.

So if you don't have the support of your firm to implement vital GDPR processes, there are always ways to integrate these changes to meet needs. **LPM**

Would you like your practice to be paper lite?



1. Call ADDS, we can help!

2. Book your free consultation.



3. We organise and pack.

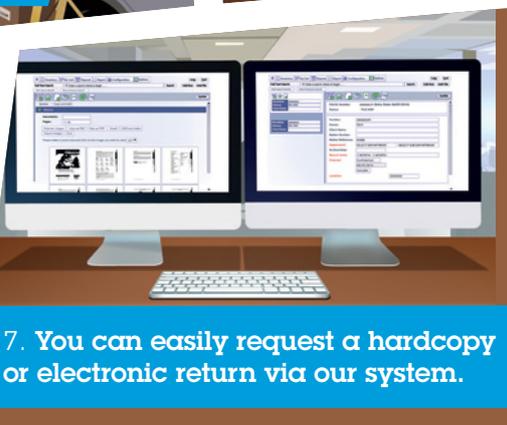


4. Then uplift and transport to our secure records management facilities.

5. Each file is barcoded and indexed.



6. Then stored safely and securely.



7. You can easily request a hardcopy or electronic return via our system.



You can count on us

Contact us now for a free consultation

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