



DOCUMENT AND ARCHIVE STORAGE

SCANNING AND EDMS SOLUTIONS

CONFIDENTIAL DESTRUCTION

RETRIEVAL, DELIVERY AND COLLECTION

# DATA STORAGE AND ROTATION

VAULT STORAGE FOR CRITICAL DOCUMENTS

RETENTION SCHEDULING ADVICE

DATA PROTECTION ACT LEGISLATION

SPECIALIST HEALTH RECORDS' SERVICES

“90% of businesses that lose data from a disaster are forced to shut within two years of that disaster.”

LONDON CHAMBER OF COMMERCE

Data is the lifeblood of an organisation. Whether in the form of e-mails, CMS/ accounting backups or electronic documents, the ability to access your data whenever required is absolutely critical to the successful functioning of a business.



It is this indispensable nature which also makes data loss an organisation's biggest risk. If your servers were lost due to fire, flood, or simply electrical fault or virus, could your business survive? Are your disaster recovery plans robust enough to enable the fast and efficient restoration of data backups?

Business continuity is not the only risk. Data backups are essentially your company's life story, comprising highly confidential and commercially-sensitive information such as customer names, employee bank details – even records of patient treatment. This level of information demands proper protection and responsible management, as the cost of falling into the wrong hands could ultimately be the future of your business.

To lessen these risks, it is vital that all data is stored offsite, in an appropriate, protective environment, inaccessible to all except those with the relevant permissions.

This is the service supplied by FileStore.

- Regular collection of backup tapes from your premises by FileStore's reliable, security-vetted drivers, to correspond with your own backup schedule.
- Storage of tapes in fire resistant vaults/safes, protecting all types of magnetic media from fires of up to 1049 degrees centigrade, and complying with European Standard EN 1047-1.
- 24/7 retrieval and delivery service in the event of a disaster or restore exercise. Guaranteed speed of response, dependent upon the location of the DR site.
- Comprehensive and robust audit trail of every tape's movements, ensuring a complete chain of custody at all times.



**FileStore**

Chalcroft Distribution Park • Burnetts Lane  
West End • Southampton • SO30 2PA

Email: [enquiries@filestore.co.uk](mailto:enquiries@filestore.co.uk)

Tel: 023 8069 5555

[www.filestore.co.uk](http://www.filestore.co.uk)