



Security



Whitepaper

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1 Physical security



Transport

Security is a high priority at Archive-IT. We do everything in our power to make sure that the process from paper to digital is safe. This already starts when we collect the files from the customer. The files are placed in special trolleys and transported in a sealed truck to one of our secure buildings. Our premises are specially built for the storage of privacy-sensitive archives in order to store our clients' archives carefully, safely and efficiently.

Fire protection

The archive facilities can only be accessed via a special gateway and only by authorised staff. The compartments where the physical documents are stored are separated by fire-retardant doors. Fire detection systems and the unique CO² extinguishing gas system then ensure the safety of the files.

Burglary protection

Apart from protection against calamities such as fire, the buildings are also very well protected against break-ins. Archive-IT has a strict access control system. This means that only authorised people get access to the rooms where they need to do their work. Archive-IT also has an intrusion prevention system and camera surveillance.



The files are taken by sealed transport directly to one of Archive-IT's secure facilities.

2 Digital security



Intermax

We also maintain a high level of security for our digital data and IT solutions. The digitised data and our software solution are hosted by Intermax Cloudsourcing. Intermax provides high-quality technology solutions to customers in healthcare, public sector, financial world, and others. Intermax meets the strictest standards and is certified to ISO 27001, ISO 20000, ISO 9001, ISO 14001 and NEN 7510. They also have an ISAE3402 Type 2 statement and SOC2 statement.



Datacentra

Intermax ensures the best possible data security against unauthorised access, modification, theft or damage. This includes hackers, viruses, worms and other digital threats that cannot be stopped physically or with structural measures. Intermax's central network structure is spread across five data centres, one in Rotterdam, one in Delft and three in Amsterdam.



Server security

The security of our servers is proactively checked on a daily basis by means of the Guardian360 security scan. The core of the network is automatically monitored closely and regularly audited for security. Our software solutions are developed on the basis of the security by design principle. In doing so, we apply guidelines which often correspond to those of the NCSC. The software is automatically tested daily for functional operation and additionally from a security point of view for vulnerabilities as described by OWASP. In addition, the software is periodically checked by an external certified party for vulnerabilities by means of penetration tests.



3 ISO certifications

The description of the ISO certificates is as follows: managing, archiving and storing physical information and transforming this information into digital form, developing software interfaces and applications to integrate digitised information into information systems and work processes. We are continuously working to keep our processes at a high level. The ISO certificates confirm that Archive-IT complies with laws and regulations, we continuously apply process improvements and we conform to the international requirements for quality management and information security. Archive-IT is certified according to the following 3 standards:

ISO 27001:2013

Information security



NEN 7510:2017

Information security in healthcare



ISO 9001:2015

Quality management of the processes



4 GDPR, awareness & DPO

General Data Protection Regulation

On 25 May 2018, the General Data Protection Regulation (GDPR) came into force. In this law, the privacy rights of the individual and company are expanded and strengthened. This is very important for Archive-IT as we deal with files packed with privacy-sensitive information on a daily basis. When the GDPR came into force, Archive-IT got stuck in and we can proudly say that we are fully GDPR compliant. An important fact for our customers, who entrust us with their valuable and privacy sensitive information.

Awareness

Archive-IT believes that it all depends on how the organisation and its employees raise awareness about this topic. Confronting them with real life cases helps with this, which in turn brings the subject to life. Archive-IT makes sure that the employees remain familiar with the processes and everyday practices. Archive-IT has security as a high priority, and we want to go further than the standards dictate. The changing laws and regulations are closely monitored and where necessary procedures and/or measures are adjusted.

Data Protection Officer

Part of the AVG is the Data Protection Officer (DPO). Archive-IT has the obligation to appoint a DPO since we are large processors of personal data. Alex Klaassen is our Data Protection Officer and is Managing Partner at the company NewDay IT Risk & Assurance Services. NewDay helps companies with information security, privacy, IT and audits. Alex is registered with the Dutch Data Protection Authority and has a supervisory role within Archive-IT. He ensures that the measures and processes are fully compliant with the GDPR.



General Data Protection Regulation

Alex Klaassen of NewDay

Registration number

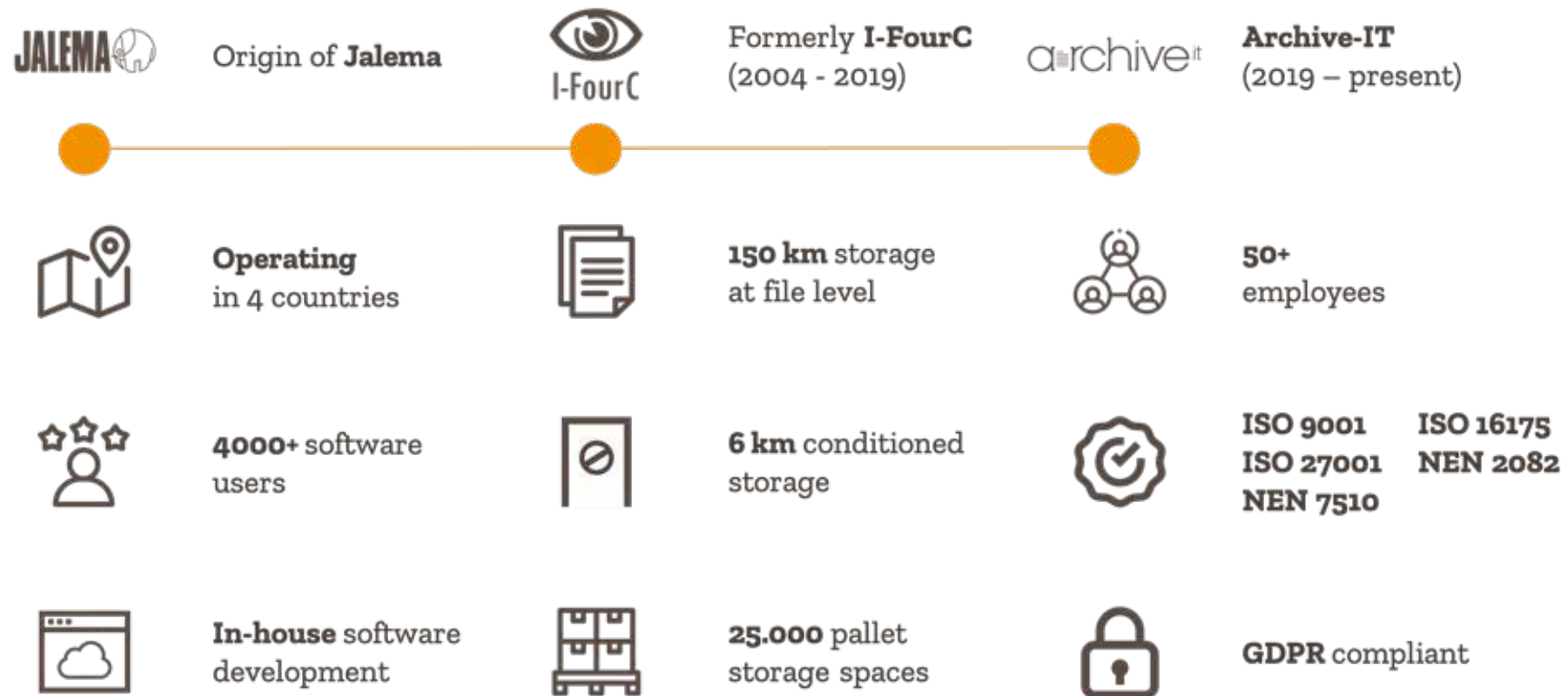
FG003942

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5 About Archive-IT

Archive-IT helps organisations with the systematic storage of data, both physical and digital. This way data can be retrieved more easily and the efficiency of your primary processes is improved. Archive-IT also supports its customers in the evolution from data to information and from working to working together. To make this happen Archive-IT has developed four services that seamlessly connect: digitising information, archiving on an individual level, vitalising digital data and finally a platform for digital archiving, AIR. These well thought out services in combination with advanced software solutions, ensure that you can transform to a digital working environment in one day without having to say goodbye to the benefits of paper.





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References



Jacques van Kerkvoort | Zuyderland
Programme manager

“During the company visit to Archive-IT we were so impressed with the way Archive-IT ensures that files, both physical and digital, are secured that the choice was quickly made for us.”



Debora Janssen | Wiggers Faber
Legal Secretary

“When you see the measures Archive-IT takes to achieve and maintain a high level of information security, then you know: for service, quality and care you have to go to Archive-IT.”



Alex Huisman | Gemeente Langedijk
Advisor Computerisation & Automation

“The choice for Archive-IT was made after a thorough investigation. An important criterion was the ISO 27001 certificate. We work with privacy-sensitive documents and Archive-IT has that completely in order.”



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smart. safe. solid.

