

## Solution brief

# Take control of employee information with Iron Mountain solutions for Human Resources

Iron Mountain Human Resource solution

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## Challenge

Managing your human resources (HR) records can be challenging when they are in multiple formats and places and your workforce is hybrid. Ensuring your employee documentation is complete, up to date, and being managed in compliance with ever-changing laws and regulations is a priority.

Finding HR Information such as signed consent form, right to work status, contractual obligations, or occupational health considerations among others, and producing audit reporting can be time consuming and manually intensive. Most importantly, if not properly managed, sharing employee documents can expose sensitive information.

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## Impact

The impact of digitisation cannot be overstated. Managing paper documents costs organisations both time and money: for example, one Iron Mountain InSight® customer reported saving up to 26,000 hours per year<sup>1</sup> through increased employee collaboration with digital documents.

In addition, organisations are required to comply with strict compliance regulations such as the General Data Protection Regulation (GDPR) and the Data Protection Act (a GDPR implementation for the United Kingdom), to ensure personal data is defensibly destroyed according to

their retention schedule rules. Failure to comply can result in fines that could have a negative impact on businesses.

## What if you could

Adopt a unified, secure, and compliant platform that brings both existing digital and newly converted physical documentation together, allowing you to overcome these challenges by:

- Easily and quickly searching and finding the documents you are looking for
- Enhancing HR department productivity by enabling efficient collaboration even remotely



## Industry fact

Although 61.9% of companies are planning more remote work now and in the years to come,<sup>2</sup> hybrid and remote workforces struggle to access documents quickly and securely. Roughly 80% of employees working outside of the office, either part- or full-time,<sup>3</sup> need digitisation.

Squaretalk and Gallup



- Protecting employee data and improving security and auditability
- Helping ensure that critical documents are up to date and renewals are not missed

## Unify physical and digital records for Human Resources

Iron Mountain Human Resources solution is a software-as-a-service (SaaS) offering that enables employees and internal business partners to scan and store all HR related files onto a secure cloud content repository, which supports accelerating HR processes. Based on

role-based access rights, you'll be able to search for the documentation you need and share it with internal and external stakeholders to enable more effective collaboration, regardless of working location. You'll have centralised visibility that provides the oversight you need, along with dashboards that arm you with data and metrics that deliver powerful insights, including the ability to be alerted on expiration dates. Through the solution, HR departments are able to track employee documents and take proactive actions such as renew certificates, IDs, and employee policy adherence before they expire.

### How it works



#### Digitise

##### Unite the physical and the digital data

Cleanse and sort physical files. Scan and ingest documents from your site(s), Iron Mountain site(s), and other digital repositories.



#### Store

##### Encrypted files in secure repository

Role-based permissions enable authorised users to access your digitised documents in a secure platform 24/7.



#### Search

##### Quickly locate what you need

Leveraging optical character recognition (OCR) technology, the contents of your documents are completely searchable by text or index.



#### Access

##### Share information with stakeholders

Easily share files with internal and external users as links and email attachments.

### What you gain

- A centralised, secure content repository breaking down silos, enabling HR employees to **find easily and quickly what they need**.
- A 360 degree view of employee information where **documents are linked with employee data**.
- Track missing critical information from employee files e.g. right to work or occupational health to help **achieve workforce compliance** and welfare.
- Better handle and use information, **reducing time and effort** spent searching for what you need.
- For additional functionality, you have the **option to upgrade your subscription** to enable workflow automation for document-centric processes.

<sup>1</sup> Iron Mountain, The Total Economic Impact™ of Iron Mountain InSight.

<sup>2</sup> Squaretalk, Remote Work Statistics, January 26, 2024.

<sup>3</sup> Gallup, Hybrid Work Indicator.

+385 1 6177 777 | [ironmountain.com/hr-hr](https://ironmountain.com/hr-hr)

#### About Iron Mountain

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 225,000 organisations around the world, and with a real estate network of more than 9.1 million square meters across more than 1,400 facilities in over 60 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centres, art storage and logistics, and cloud services, Iron Mountain helps organisations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit [www.ironmountain.com/hr-hr](https://www.ironmountain.com/hr-hr) for more information.