IRON MOUNTAIN®

SOLUTION BRIEF

IRON MOUNTAIN® POLICY CENTRE SOLUTION PROFESSIONAL EDITION

BUSINESS CHALLENGE:

You're responsible for making certain that your organisation can meet your external regulatory and internal operational requirements. This means keeping your retention schedule up to date to comply with laws and regulations so you can legally dispose of information when it's no longer required. That's challenging when the rules are constantly changing and you lack automated tools to enable employees to understand what's required of them across all geographies and industries in which you operate.

HOW THIS AFFECTS YOU:

> You're spending time and resources tracking regulatory changes instead of focusing on more strategic initiatives
> You're incurring unnecessary cost and risk by keeping information for longer than is required for legal, regulatory or business purposes
> You have limited or no ability to communicate policy changes to information owners across the wider organisation

> Receive online alerts of new retention requirements as laws change that affect your retention schedule so you can easily keep it up to date?
> Provide online visibility into the latest version of your retention schedule so you can easily communicate policy changes globally across your organisation?

WHAT IF YOU COULD...?

> Work with our expert Advisory Services team to help you customise your retention schedule?

POLICY CENTRE PROFESSIONAL EDITION

ADVISORY SERVICES

Our **Advisory Services** team with deep information governance (IG) expertise will guide you through the process of creating or revamping your information management policies for records retention and data privacy as part of the **IG Program Development service**. You'll receive expert guidance on how to optimise your privacy policy and records classification scheme based on best practices, the level of granularity you need, and your risk appetite. You'll work together to define your subscription to legal research on updates to retention and privacy requirements based on where you operate and the types of law required to support your retention and privacy policies. You can also receive support in mapping your business processes that contain personal data.

POLICY CENTRE

You'll be able to develop, maintain and distribute your retention policy online through the user-friendly, cloud based **Policy Centre** solution. As laws change, you can count on high quality research from our international network of law firms to know how changes impact your organisation. Available as a subscription service, you'll receive a feed of continuously updated, fully cited and summarised retention requirements drawn from changes to law in the jurisdictions and industries that impact your business.

After reviewing the updates, you can authorise to automatically map the updated requirements into your record class structure and update your rules accordingly. Employees in your organisation can easily access the latest version of your retention schedule online, using custom views and advanced search to filter to only the retention guidelines that apply to them. You also have the option to connect policy to your content infrastructure through an open application programming interface (API).

COMPLEMENTARY SERVICES

For complete customisation of your global retention schedule you can upgrade to the most advanced version of the platform **Policy Centre Enterprise Edition**, offering unlimited coverage of countries and industries based on your organisation's needs.

To help assess your information management policies, procedures and platforms and readiness to comply with the regulations that govern you, our **Advisory Services** team can provide you an in depth assessment and roadmap to help you achieve your goals through the **IG Assessment service**.

With up-to-date and connected retention and privacy policies, you're in a good position to clean up your legacy content through our **Content Classification service**, leveraging our proprietary classification rules database that systematically calculates destruction eligibility according to your retention schedule.

When your information has met your organisation's requirements of retention, our **Secure Shredding service** and **Secure e-Waste and IT Asset Disposition service** will enable you to destroy it, confident that you are complying with regulations governing information destruction. For information you'll be retaining, you can use our **Secure Storage Services** to secure and protect your valuable information. Combine **Document Scanning** of physical documents and digital storage in a secure cloud repository with **Iron Mountain InSight® Essential Edition**.

WHAT YOU GAIN

> Personalised support from our expert IG Advisory Services team

> Online portal to stay up to date on legal retention guidelines, personalise your records classes and modify your retention rules

> Fully cited and summarised retention requirements, updated continuously as laws change

> Ability to share policy with content infrastructure and key stakeholders

> Confidence to dispose of information and simply store only what you need so you can quickly access what you need when you need it and reduce risk of fines

+65 6262 5622 | IRONMOUNTAIN.COM.SG