

Brochure

Risks: It's time to take control

Iron Mountain Information Governance
Advisory helps you minimise risks by
managing the full data lifecycle



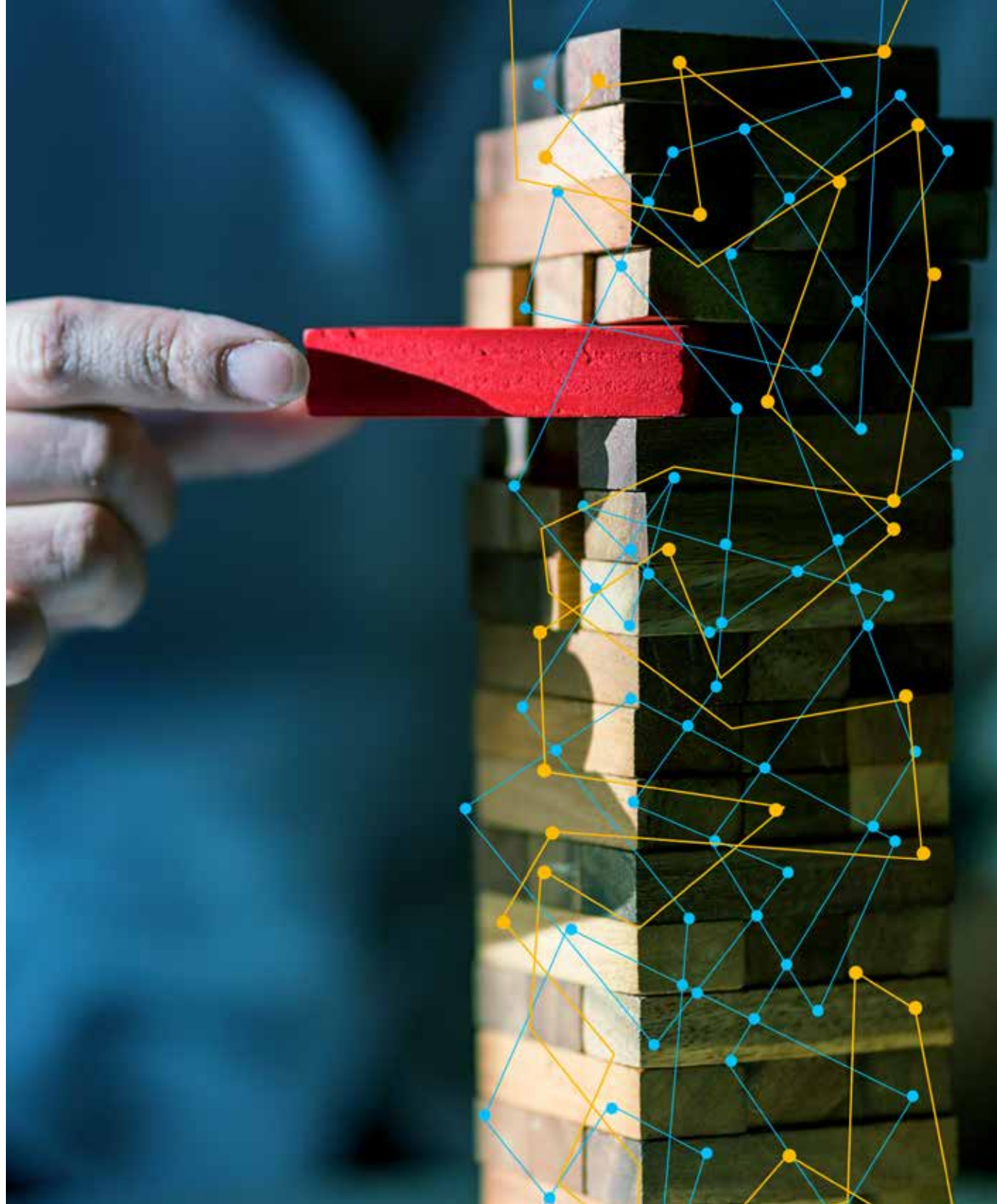
Introduction: The need for Information Governance

As data proliferates across data centers, both on-premises and in the cloud, IT leaders are grappling with the challenge of storing, retrieving, and disposing of data in unprecedented quantities.

As data multiplies, so do risks. Data security, regulatory compliance, and legal obligations are all risk factors, and the price of poor information governance can be steep. Data loss leads to lawsuits and reputational damage. Fines due to HIPAA, GDPR, CCPA, PCI-DSS, or other regulatory violations are significant. Failure to retain or produce legal documents on demand can expose an organisation to adverse litigation outcomes.

Risks also arise from mergers, acquisitions, and divestitures. As corporate structure changes, critical information can fall through the cracks. The same is true when data must be migrated from old to new IT systems. And as an organisation grows and its customer base and operations extend into new jurisdictions, risks are incurred when data must be retained and stored according to new rules.

Compounding these risks, many organisations have neither developed an information governance strategy nor implemented information governance technologies. As a result, they retain reams of redundant information, leading to high storage costs, but are unable to locate and retrieve documents when needed, exposing them to potential fines.



Why Iron Mountain?

Despite these challenges, there's good news: Iron Mountain, a recognised market leader, provides the services and technologies, such as Advisory Services and Iron Mountain Policy Center, that enable organisations to implement effective information governance. Iron Mountain delivers a competitive advantage in these ways:

Global client base

By serving organisations worldwide, Iron Mountain has gained experience working with a wide variety of legal requirements in different geographic regions and jurisdictions.

Comprehensive services

Iron Mountain provides a full suite of managed services for the entire information lifecycle, including data retention, storage, access, and retrieval.

Integrated technology

Rather than a pieced-together collection of point products, Iron Mountain's information governance technologies and services are integrated in a holistic solution.





The three goals of information governance

Every information governance initiative should strive to achieve three goals:

01

Assessment and strategy

Understanding the data an organisation has: what it is, where it is located, and what risks it contains.

02

Governance

Establishing structure and control over data based on location, policies, and compliance requirements.

03

Operational excellence

Maintaining best practices so that information is retained, managed, and disposed of economically and with minimal risk.

Iron Mountain Information Governance: four core offerings



IG Advise



IG Retain



IG Cleanse



IG Monetise



IG Advise:

A consulting service providing assessment and strategy development

- Many organisations lack a coherent information governance strategy. Often, records management is part of facilities management and there is no connection with IT operations. In the assessment phase, Iron Mountain experts help organisations understand the current state of their data, the key performance indicators (KPIs) for effective governance, and whether current governance meets ISO standards. Iron Mountain experts design the structure that is needed for successful governance now and in the future, and recommend whether short- or long-term staff augmentation is needed.
- Iron Mountain starts with an environmental scan of current data management technologies and helps organisations decide whether a given set of records should be managed centrally, which is best for highly regulated content, or whether it is less sensitive and can be managed in place, where it was created.
- **IG HealthRate** is an enterprise information governance maturity assessment tool that produces a numeric score, enabling organisations to measure their current status and track performance over time.
- **Recordkeeping Compliance and Reassurance Survey Tool (RECAST)** is Iron Mountain's ISO 15489 and 30300 compliance assessment, designed to build or improve an organisation's recordkeeping framework.



IG Retain:

A consulting service and related technologies to manage content consistent with regulatory, legal, and privacy obligations

- An organisation's retention program should carry out its governance strategy by implementing a document taxonomy and retention schedule that identifies information of varying sensitivity, retention need, and deletion timeframe.
- **Policy Center** is Iron Mountain's cloud-based record retention platform. Combined with **Iron Mountain's Global Research service (GRS)**, it enables an organisation to adhere to a web-based retention schedule that is regularly updated according to industry guidelines. Policy Center's pre-built connectors enable it to integrate with Iron Mountain InSight®, Microsoft 365 Purview, Micro Focus Content Manager, Hyland OnBase, and ERP systems.
- Although many larger companies have established sophisticated structures for retention, access, and deletion of documents, many smaller companies lack the budget for such initiatives. **Iron Mountain's Policy Center Essentials** enables smaller companies to get started with a retention program.



IG Cleanse:

A technology solution that de-risks digital content and provides technical support to increase the usability of information

- Most organisations have three types of content: records, operational data, and redundant, outdated, and trivial (ROT) information. Unfortunately, it's not uncommon for 70% of the data retained by an organisation to be ROT. Examining information to identify and retain critical pieces of information, while reducing the storage demands and risk of ROT data is vital to information governance.
- Iron Mountain's **Content Classification and Clean Up** service automatically classifies content to reduce risk, eliminate unnecessary expense, and increase the usability of information by eliminating ROT.



IG Monetise:

By working with Iron Mountain Information Governance Advisory Services, you'll learn sustainable techniques to better organise and govern your information so you can more easily identify and access information that can deliver economic value to your organisation.

- By reducing information volumes, creating usable classification structures and identifying the highest value information assets, Iron Mountain is able to help organisations gain competitive advantage and extract additional value from their data.
- A well-trained staff that implements best information governance practices with innovative technology gives an organisation a significant competitive edge. By helping organisations deploy information governance technology in concert with business strategy, Iron Mountain is a vital partner that enables businesses to succeed in today's data-centric world.
- Iron Mountain maturity assessments and education programs train IT and records staff with a custom-tailored curriculum, enabling personnel to better understand how to leverage technology to find new ways to monetise their information while meeting the demands of recurring compliance obligations.
- By imparting their deep understanding of change management, Iron Mountain experts help operationalise information governance throughout an organisation with the right policies, the right technologies, and the right culture.

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Take the next step

Effective information governance delivers economic value. Contact us to learn how Iron Mountain Information Governance Advisory Services can help you and your organisation protect, unlock, and transform critical data to achieve competitive advantage.

08445 60 70 80 | ironmountain.com/en-gb

R.O.I. 1800 732 673 | N.I. 08445 60 70 80 | ironmountain.com/en-ie

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 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 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 centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com for more information.

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