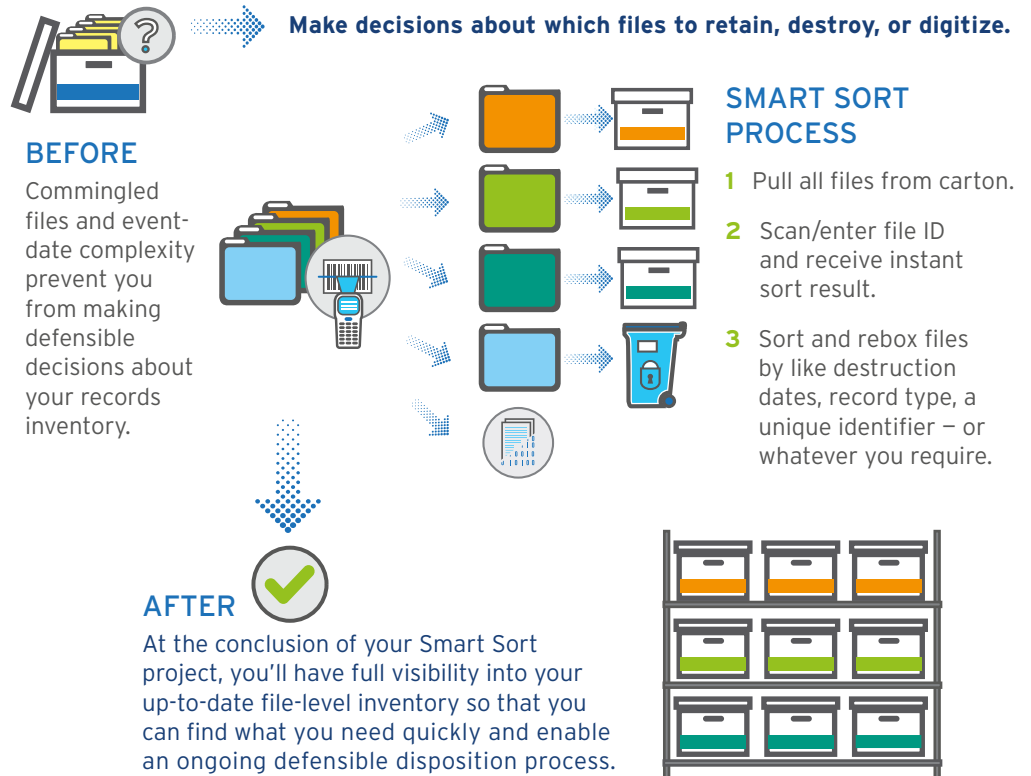# IRON MOUNTAIN®

# DATA PRIVACY: SMART SORT

## SERVICE OVERVIEW

Iron Mountain's Smart Sort is a technology-enabled solution. Smart Sort leverages minimal information from your core application and records retention schedule to sort and organize files according to your criteria, such as destruction eligibility, record type, a unique identifier, or any other criteria. Once sorted and organized, you can confidently decide — now or in the future — what to retain, defensibly destroy, digitize, or provide for a divestiture, legal matter, or any other business need.

## HOW SMART SORT WORKS

**The Smart Sort process will sort and reorganize your file according to destruction eligibility, record type, record status, unique identifier — or whatever you require.**

**Make decisions about which files to retain, destroy, or digitize.**

### BEFORE

Commingled files and event-date complexity prevent you from making defensible decisions about your records inventory.

### SMART SORT PROCESS

1 Pull all files from carton.

2 Scan/enter file ID and receive instant sort result.

3 Sort and rebox files by like destruction dates, record type, a unique identifier — or whatever you require.

### AFTER

At the conclusion of your Smart Sort project, you'll have full visibility into your up-to-date file-level inventory so that you can find what you need quickly and enable an ongoing defensible disposition process.

## CUSTOMER DATA

To perform the Smart Sort process, we require a minimum amount of information, which we'll use to identify records (e.g., policy or claim number, identification number, etc.), and an up-to-date records retention schedule. We encourage you not to disclose personal identifiers unless necessary. Disclosed information is retained only for the duration of the Smart Sort project and then deleted/removed upon completion of the project.

## SUBPROCESSORS

Support services are provided by Iron Mountain's global team, with team members located in each region, as well as by selected third-party providers who are subject to the same policies and standards as Iron Mountain employees.

## INTERNATIONAL DATA TRANSFERS

Many countries have laws governing international transfers of personal data. Iron Mountain is aware of these requirements and relies on the Standard Contractual Clauses for internal and external transfers of personal data, as may be applicable and relevant (e.g., EU/UK personal data to countries such as the U.S. and India).

## PRIVACY SAFEGUARDS

Iron Mountain has a Global Privacy Program and an appointed Global Privacy Officer. A team of privacy and compliance professionals monitor legislative and regulatory developments and provide advice to ensure that relevant privacy safeguards are embedded into our services.

## SECURITY CONTROLS

Iron Mountain maintains ISO 27001 and SOC 2 Type 2 certifications. Iron Mountain applies appropriate technical, organizational, and administrative measures, including encryption, to ensure that customer data remains secure at all times. Please see our public site covering our Certifications and Audit Reports.

## LEARN | FIND OUT HOW SMART SORT CAN HELP YOUR ORGANIZATION SORT AND REORGANIZE FILES, VISIT **ironmountain.com/smartsort**.

If you would like to learn more about Iron Mountain's privacy compliance, we are available to assist you. For privacy-compliance-related inquiries, please contact us at global.privacy@ironmountain.com, and visit our Privacy and Data Protection website for our standard data processing contract terms.

## WE PROTECT WHAT YOU VALUE MOST®

### 800.899.IRON | IRONMOUNTAIN.COM

**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 organizations around the world, and with a real estate network of more than 90 million square feet across more than 1,450 facilities in over 50 countries, Iron Mountain stores and protects billions of valued assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include information management, digital transformation, secure storage, secure destruction, as well as data centers, cloud services and art storage and logistics, Iron Mountain helps customers lower cost and risk, comply with regulations, recover from disaster, and enable a digital way of working. Visit www.ironmountain.com for more information.