



Key Facts – Archive Storage

Document Classification: Public
Version: 1.0 / 03-18

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Doxbond (IOM) Ltd are specialists in the secure, confidential storage and retrieval of:

Paper based records, files and documents & Media

Facilities

- 24,000 square foot of fully equipped warehousing
- Sophisticated Scanning Software
- Three 1 Hour Fireproof Rooms for Media and Critical Data Storage.

Services

- Next Day deliveries and collections
- Individual file retrieval
- Emergency Deliveries within 1.5 hours of request and supporting phone call
- Storage box sales
- Destruction of storage documentation
- Monthly Invoicing – Containing Management Information of boxes added, removed, and destroyed.

Data Privacy & I.T Support

- Data Base backed up to encrypted memory stick, and daily to the iCloud.
- IT Support under contract to **4Tech Limited**, Freeport, Ballasalla, Isle of Man.
- Doxbond System retains Company Name, address, Doxbond Box Number, client Box Numbers, box positions, invoicing history. Doxbond do not store and have no records of Client Bank Account information. Doxbond store box number requests in paper format, and correspondence regarding box request in the cloud via Outlook.

Physical Security - under Contract to Eye Spy Security

- Bewator Access Control entry system.
- Intruder alarm systems conforming to BS4737 Part 1 installed and monitored by an alarm receiving centre approved to BS5979 by a certified body CCTV systems installed throughout with 28 day recording.

Staff Vetting

- – BS7858 & DBS Checks.

Contact information

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