



## Our Commitment

Information is one of the principal assets of all businesses, and the need to handle this securely and confidentially is of the utmost importance.



Hugh Symons is committed to providing a secure environment for the transportation, conversion and storage of all our clients' data regardless of the media, hardcopy, electronic or microform.

## ISO 27001 Accreditation

ISO 27001 is the internationally recognized security management standard.



All Hugh Symons' policies and procedures conform to this standard, the basis of which provides a firm structure to ensuring confidentiality, integrity and availability by:

- Improving efficiency
- Protecting information assets
- Managing risk
- Business continuity planning



## Secure Environment

Hugh Symons business is built on the need to process our clients' information in a totally secure environment and to achieve this we have implemented a number of measures including:

- 24 hour on-site security
- CCTV– motion detectors
- Secure building access
- Alarmed access
- Network access control
- Antivirus and double firewall
- Security threats monitoring
- Staff CRB checks
- Data encryption
- Secure transport for media movement
- Secure document destruction
- Security awareness training
- Information Commissioner's Office Registered





## Our Business

Hugh Symons Information Management was established in 1974 and is one of the leading document scanning bureaux in the UK.

We offer secure document conversion services for all types of documents and microforms.

We operate to all recognized British Standards for our industry, including ISO 9001, ISO 27001, BS 10008, and ISO 14001, to provide a secure scanning service to the public and commercial sectors.

We can all play a part in planning for a secure future for the individual and a secure future for business.



**hugh symons**<sup>™</sup>  
information management

To understand a more secure approach to document management, contact us:

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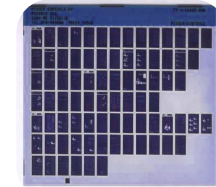
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information management



document conversion  
for a  
secure future

