

Bulk Scanning

Kick start the move to a digital office with the digitisation of your large volumes of paper documents and records.

Reducing your reliance on paper will help to free up valuable office space, improve access to information and modernise business processes.

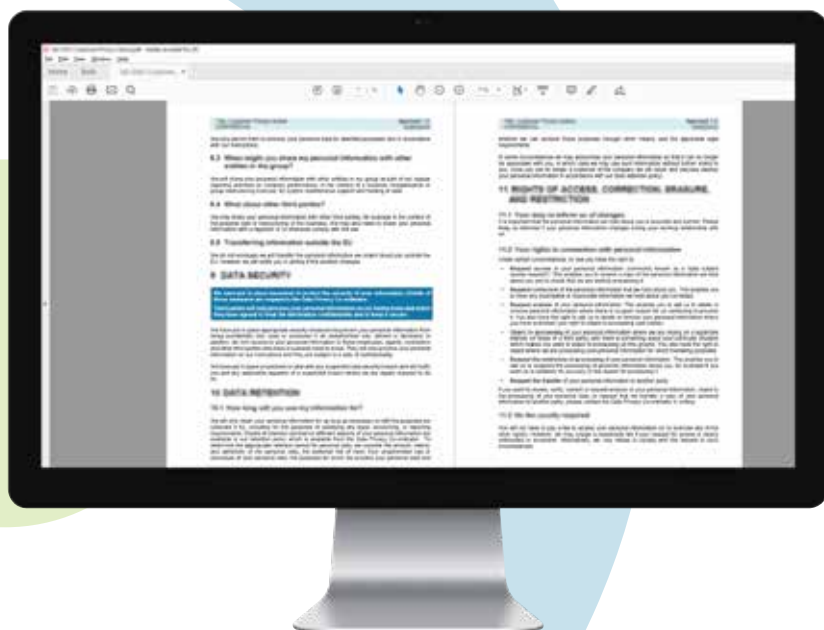
With our scanning processes carried out to stringent internationally recognised quality and security standards you can trust us to look after your documents.

Our bulk scanning service has assisted organisations in the capture of entire archives of their physical records helping them to maximise the use of their documents.



Scanning Processes

- ✓ Full conversion of all your paper & physical records
- ✓ Capacity to scan over 80,000 documents per day
- ✓ All document sizes captured, from A8 to supersized A0
- ✓ Documents captured in the digital format of your choice
- ✓ Capable of capturing any physical document type
- ✓ Documents can be scanned & processed either on-site or off-site
- ✓ Systems, processes & practices that comply with ISO 9001 & ISO 27001





GDPR

New European wide General Data Protection Regulations (GDPR) have changed the way businesses handle, process and manage their data.

Our bulk scanning service can help your organisation to comply with GDPR. By digitally capturing your physical paper records and using the latest OCR technology we can create fully searchable and indexed documents.

With improved access to all documents, organisations can easily adhere to data retention policies and facilitate subject data requests to ensure their compliance with GDPR legislation.

Benefits of Bulk Scanning



Disaster Recovery - never lose access to your important physical records



GDPR - easily facilitate subject data requests & ensure compliance with GDPR legislation



Share Information - improve project collaboration by easily sharing information across an organisation



Maximise Document Usage - better exploit the data contained in your records by providing easy access to documents in storage



Reduce Costs - save office space & remove the need for storage fees



Environment - eliminate the use of paper, reduce your carbon footprint & meet environmental targets



Improve Document Traceability - retain control over your documents by setting user access rights



Instant Searching - undertake keyword searches on files & improve productivity by removing the need to manually search for documents



Find out more at:

mallontechnology.com/document-capture/backfile-scanning
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