

SECURED MEDIA STORAGE

1. Data Storage
2. Data Management
3. Data Destruction

Data Storage Services

Information Security Management, including the storage, retrieval and destruction is extremely important for any organization or agency. In many cases, companies lack the time, space and manpower to do carry this out on a required basis and will normally choose to do what is required after an incident that shows the gaps in this process and the need for immediate and drastic improvements. This approach is known as “reactive” and is proven to be costlier and losses of vital documents and information will also occur in this strategy.

Companies require a reliable and proactive partner to facilitate their information management in an environment that is not only safe and secure but is user friendly and the information can be made available when required.

Further to this and regardless of operations, companies are required to maintain certain records in order to comply with laws and industry regulations. A few statutes which mandate the protection of data are:

- Federal Information Systems Management Act (FISMA) – US <http://csrc.nist.gov/groups/SMA/fisma/>
- Health Insurance Portability and Accountability Act (HIPAA) - US
- health.state.tn.us/hipaa/
- Sarbanes-Oxley (SOX) - US
- <http://www.soxlaw.com/>
- Basel II - International - US
- <http://www.bis.org/publ/bcbsca.htm>
- Gramm-Leach-Bliley (GLBA) - US
- <https://www.ftc.gov/tips-advice/business-center/privacy-and-security/gramm-leach-bliley-act>
- Data Protection Act 1998 - UK
- <https://www.gov.uk/data-protection/the-data-protection-act>
- Foreign Corrupt Practices Act (FCPA) – US
- <http://www.justice.gov/criminal/fraud/fcpa/>

ARC has developed what we believe to be the most suitable and flexible option for Asia. We understand your need to look after your business in an effective and efficient manner and by providing a robust and

Proactive information management solution, ARC provides you with peace of mind to do just that. ARC has years of risk management experience having helped many large businesses in arguably the most difficult in which to conduct business in the most cost-effective way.

Once the document is no longer needed, ARC also provides on or off secure destruction services. Clients are provided with Proof of Destruction Certificates. Destruction is done in accordance with current environmental laws and standards.



ARC offers flexible storage and destruction options of data regardless of format (hard copies, electronic media) or industry (government forms, business, financial, and medical records).

With more than a combined total of 150 years in the risk management industry, ARC is ideally placed to understand and advise its clients on security standards and requirements around the globe. We provide pragmatic, coherent solutions to real world problems.

Why ARC?

ARC is a pure risk consulting firm, our solutions are developed to serve only the best interests of the client. ARC consultants have been providing risk mitigation services for large corporations, small businesses, and various governments throughout the Asia-Pacific region for more than twenty-five years.

ARC always works discretely within the legal framework of the country in which the services are being provided. Customer confidentiality, tact and diplomacy are assured.