



SECURE DOCUMENT SCANNING & DATA-CAPTURE

THE SECURE ANSWER FOR SENSITIVE DOCUMENT SCANNING

Information security is at the heart of our company. Accredited to ISO27001, operating from police approved premises, our expert team offer secure document management solutions including, document scanning, intelligent data capture, archive storage and a secure shredding service.

Converting your paper into electronic files will free up valuable office space, saving money in costly storage and protecting documents from fire, flood or potentially disastrous loss.

Our specialist project management team will tailor a complete service providing a secure paperless solution to meet your specific requirements.

- ☒ An ISO9001 Company with BIP0008 compliance
- ☒ We offer a totally tracked, audited and managed Service
- ☒ A complete service from collection to delivery
- ☒ Home Office assessed as a Police Approved Secure Facilities for Impact Levels 3 & 4
- ☒ Flexible data return options including encryption or secure CJSW encrypted email accounts



Secure Scanning **Solutions**



GSA ScanIt - an overview

At GSA ScanIt, we specialise in secure scanning and document processing including evidence scanning, sensitive scanning, data capture and form processing services.

GSA (Geoff Smith Associates) has provided Police Software Solutions since its establishment in 1997. Since 2006, GSA ScanIt has supplied specialist secure scanning services from purpose built accommodation in Leicestershire.

BIP 0009 Compliance, ISO 9001 & ISO 27001 Accreditation

Security and quality are a significant part of the whole business process from start to finish. GSA has been operating a Quality Management System to BS EN ISO 9001 since 2003. From 2010 we attained Information Security Management System ISO 27001 accreditation. GSA systems and processes are compliant in accordance with the Code of Practice for Evidential Weight and Legal Admissibility of Linking Electronic Identity to Documents (BIP 0008-3:2008). Additionally, GSA has been assessed as a Police Approved Secure Facility for Impact Level 3 and 4 by the Home Office National Police Information Risk Management Team (last Inspection May 2013).



scanning of material with or without disassembly, indexing, meticulous reconstruction, delivered return of data and documents.

We can also offer the creation of a 'Toolbox' to assist the Customer to form a case, including Force Seizure Logs and other informative material. The Bureau has completed secure evidential scanning services for many large Police, Public Authority and Corporate Cases.

Comprehensive Auditing

We produce a continuous manual and an electronic audit trail that follows your project throughout, including during preparation, scanning, indexing, reassembly, checking, return and clear down. All electronic handling of documents and data leaves an extensive visible audit trail. We operate a manual audit trail for all other times and for many contracts we provide a range of specialised services including Continuity Statements for Court and customised audit trails. Our rigorous quality controls ensure the data and images you receive is true to the original. GSA offer a range of flexible options including encryption for data exchange as well as data and document return.

Evidence Scanning

GSA ScanIt provide specialist evidential scanning services for seized material from police and other law enforcement organisations within a secure environment, and particularly for Fraud. Only NPPV Level 3 Vetted staff are employed. All materials are scanned, from seized cheques, paper receipts to paper documents. The scanning process is unusual as it incurs minimal to no damage with carefully ordered reconstruction. The Service includes collection, preparation,



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