

> Information Lifecycle Management Solutions

Your Partner in Gibraltar for Document & Data Management

Labgroup in Gibraltar

Expert knowledge and extensive experience allow us to help our clients to overcome any challenges that confront them in the area of information management.

Since 2009, Labgroup has been the trusted partner for document and data management solutions in Gibraltar and offers a wide range from traditional storage of physical business information to enterprise electronic document & records management.

Labgroup is also located in Luxembourg, assisting European companies with their **physical and electronic data archiving** requirements both efficiently and with cost-effectiveness for over 40 years.

Gibraltar details

- > 7000 stored boxes
- > + 1 million scanned pages
- > + 8 Terabyte (TB) backed up data
- > Information Management System in accordance with the standards ISO 27001 & 27002

Document & Data Management Services

Document Archiving



Document Archiving

Dedicated pickup and storage of physical documents at our secure storage facilities.

Clients save space and can easily retrieve their documents when needed. Labgroup takes full charge of the client's document archiving logistics, from pickup to delivery. The company offers highly secured and optimised warehouses with restricted access, even to Labgroup personnel.

Movement detection and video monitoring are done on a 24/7 basis.

You need to recover an archived document? Thanks to ArcStore® SaaS Solution, clients can easily and quickly search through their archives and request the required records to be returned.

Document Scanning

Save time and easily find, access and securely share scanned documents.

Digitise documents for faster, safer and more convenient management with a 24/7 access to scanned documents from any authorised computer. Allow multiple users the access to a single document at the same time or restrict the access to a few authorised users. Reliable and compliant platforms make sure that the right information is available to the right person.

Digitisation Services



Media Management



Media Storage

Secure storage of backup media (hard drives, tapes, optical disks) at our secure media storage facility. Labgroup's clients can manage the entire media through ArcStore®, which enforces the company's vaulting, retention, pickup, delivery and media lifetime policies. The automation of these policies helps the company to meet regulatory and compliance standards as well as data accessibility and ownership auditing. A reliable and secure data backup off-site and a retrieval policy are essential to guarantee protection against any data loss.



Destruction Services

Certified destruction of physical documents and IT storage media.

Labgroup delivers locked and sealed containers to your premises. The documents are brought in the sealed containers to Labgroup's premises, where they are securely destroyed, in line with a pre-arranged time frame set up through ArcStore®.

Protect your business from fraud, legal and data privacy risks.

Physically destroy all your media, hard-drives, cassettes, optical disks, computers and back up tapes. We ensure you secure destruction of your devices with the issuance of a certificate of destruction. The destruction service is under the direct control of Labgroup's employees, who double-check the items to be destroyed. Once destroyed, the information can no longer be recovered or reproduced.



IT Backup & recovery

Professional backup & recovery solutions.

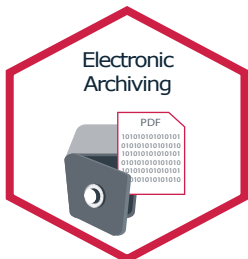
Ensure the continuity of your business at all times by protecting all your business-critical data. Safely back up your endpoint devices (desktops, laptops, mobiles) and servers with high-end encryption so your data is off-site and secure and your business protected at all times. Backup is done incrementally and automatically to ensure minimal network resources and without the need for human intervention, while also safeguarding user productivity. In case of an emergency, your data can be restored safely using our IT Recovery service.



Electronic Document Management & Electronic Archiving

LuxDoc is an **integrated and complete software solution for EDM – Electronic Document Management** – that allows companies of all sizes – from SME's to multinationals – regardless of their field of activity or speciality, to join the "digital movement". We offer you an innovative and comprehensive end-to-end system in SaaS mode (Software-as-a-Service). The software is fully hosted and redundant across two datacentres, thus offering fail-over protection in case of disaster.

Appropriate electronic archiving solutions are key to improving end-user productivity, optimising the search and retrieval of business information and improving the security, confidentiality and traceability of electronic documents.



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