

# Security and Confidentiality

You need to be sure that your confidential information will stay that way.

Here at Document Options Ltd everything we do is confidential in one way or another. At least, the information we capture for our clients is commercially valuable and may concern client's or personal details that are protected by the Data Protection Act. At the other end of the spectrum we are regularly capturing military data that is protected by HM Government laws as Crown Documentation.

## Physical Security:

Document Options Ltd operate from secure premises. Our main facility in Crawley, West Sussex is externally secured by locked gates around our car park, cameras and automatic lights triggered by motion sensors.

Further security includes intruder and fire alarms that are constantly monitored and linked to the relevant authorities. Steel bars cover all ground floor access windows and there are fingerprint entry systems on all external doors. Rooms used within the building for specific projects and activities are further secured by keycode entry systems.

We also have a concrete lined secure room which is separately alarmed, fitted with spark-proof switches and houses an MOD approved fire safe, which can be used to store small quantities of documents.

## Confidentiality:

All of our staff have signed confidentiality agreements and have provided positive proof of identification as a condition of employment. We are happy to work to any standard or bespoke confidentiality agreements that your organisation would like to put in place. From time to time we are also vetted by external agencies with regards to certain security aspects and some projects involve our staff being specifically vetted as part of counter-terrorism or criminal records procedures. We are registered under the 1998 Data Protection Act: Registration Number Z6351225

**“We regularly capture military data that  
is protected by HM Government laws”**

*Manage your documents  
faster, smarter...better.*

Document Options Limited  
Burridge House, Priestley Way  
Crawley, RH10 9NT

T: + 44 (0) 1293 426677  
F: + 44 (0) 1293 403453  
sales@document-options.co.uk  
www.document-options.co.uk



Cert No. 4980/05