



## WISearchiving

### The integrity and authenticity of dematerialisation

The dematerialisation of documents is becoming widespread in business and administration. Internal communications with suppliers and customers are increasingly being carried out using the paperless approach. This raises the question of electronic document storage, its methods and its legal framework. WISearchiving is the solution to that question.

#### Scope of application of e-Archiving:

##### In private business:

- Raw and processed data recorded on any media whatsoever and used directly or indirectly to produce the results of the business (accounting, invoicing, business correspondence, etc.)
- Data that can have an effect on matters of liability (technical specifications, expert reports, etc.)
- Data on personnel

##### In public administration:

- All government documents with a legal, political, economic, historical, social or cultural value are filed
- Data on personnel

##### Compliant with the standards:

- ISO 14 721 Open Archival Information System
- ISO 15 489-1 Records Management
- ISO 19 005-1 Use of the PDF format for filing (PDF/A-1)
- MoREQ: Model Requirements for the Management of Electronic Records (EU)

##### Compliant with the statutory and regulatory requirements:

- Basel II, Gramm-Leach-Bliley Act, Sarbanes-Oxley, COSO plus national\* financial sector regulations (OLICO)
- SAFE, HIPPA and national\* health sector regulations
- Directive 1999/93/EC on a Community Framework for Electronic Signatures, plus national\* regulations
- Directive 95/46/EC on the Protection of Personal Data, plus national\* regulations

\* WISearchiving SA recommends that you examine the laws of your country

Electronic documents must constitute valid proof (acceptable in law and having probative value) in the same way as paper documents, even several years after they have been input into storage systems. This guarantee that the original status of the document will be preserved is a major challenge for storage.

Documents and the information they contain must remain accessible and usable over a period of time.

WISearchiving has the solutions to meet these requirements.

Given the obligations to preserve documents that now weigh on businesses, the conditions and means of storage must be specified without curbing the dynamism of the sector. It is therefore essential to establish a climate of confidence around these new methods. WISearchiving, being the "trusted third party", has the solutions to meet this requirement.

#### WISearchiving, the solution for accuracy, compliance and due diligence

WISearchiving's solutions produce an exact record of the information or facts in the documents and communicate the same data as the documents that are replaced. The documents are made secure from prejudicial effects (by encryption) and the moment they are recorded is proven without risk of falsification (by a time stamping system).

#### WISearchiving, the availability solution

Stored documents are readable and accessible at all times by those authorised to do so, at any time within the statutory time limit for preservation.

#### WISearchiving, the solution integrated in your applications

WISearchiving takes control of the e-Archiving of all documents produced by your applications (ERP, CRM, enterprise applications, Web, groupware, e-mail, workstation...)

- It reduces the costs of sending documents, makes business communications faster, enhances the value of your investments in ERP (SAP), CRM or business applications and releases employees from the task of manually archiving paper documents
- It improves productivity in administration: time spent printing, sending letters, faxing, filing or photocopying is all saved and can be spent on tasks with more added value (customer relations, debt collection, supplier relations, quality...)