

Conversion Center - Security



With GBS Conversion Services, you can enjoy the benefits of document imaging without the challenges of managing the document conversion process.

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The GBS Conversion Services Center is an alarmed, monitored facility using motion-detecting equipment. All authorized personnel have had complete background checks, are drug-tested, reviewed and have signed confidentiality agreements. Additionally, they have been trained to professionally handle critical data with absolute care.

Facilities

Each Conversion Center entry point, as well as the GBS server room, is secured with an electromagnetic locking device restricting access to unauthorized personnel via an electronic key card security system. Video surveillance is installed in the GBS server room and in the document storage, preparation, scanning, and caged storage areas. All cameras are recording 24 hours a day, 365 days a year. Any boxes stored in our facility are located on either pallets or shelving. No boxes are stored directly on flooring, and the storage area is not located on ground level as to avoid any flooding. The facility is manually temperature controlled and staffed M-F 7:00 am to 6:00 pm, as well electronically monitored 24/7.

If you are planning to move from paper to electronic, it is always best to engage the services or recommendation of an IT consultant.

Begin realizing immediate ROI by improving your efficiencies. GBS has the experience and expertise to walk you through the process, step by step.

Want to know more?

Call us at 800.860.4427 ext. 2314 for further details regarding this solution.

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Information Handling

When transmitting in any manner, our security measures allow us to take precautions to prevent unauthorized individuals from overhearing the conversations, observing the materials, or otherwise obtaining the information. The GBS Management Team and the holder of the information ensure that information is only disseminated to recipients who require access to said information in order to perform or assist in necessary functions. Where there is uncertainty about a recipient's appropriate level of access, the holder of the information is required to request instructions from an authorized manager. Information is not posted to any personal email accounts or non-sponsored networks.

Destruction

All documents that are designated to be certifiably shredded are not disposed of in regular trash or recycling bins unless first destroyed.

Employee Instruction of Information Handling

Employees who have access to documents/information for the sole purpose of completing tasks contracted by customers are trained and instructed as follows:

- Do not discuss or display content in an environment where it may be viewed or overheard by unauthorized individuals.
- Do not leave keys or access badges for rooms or file cabinets containing such information in areas accessible to unauthorized personnel.
- When printing, photocopying, or faxing documents/information, ensure that only authorized personnel will be able to see the output.
- Store paper documents in a locked drawer or a locked room, or in another secure location approved by the Conversion Bureau Management Team.
- Properly identify such information as highly sensitive to all recipients by providing training to personnel, explicitly mentioning the classification, or similar means.
- Do not remove highly sensitive information from an approved secure location without prior approval of the Data Steward.



1035 North Meridian Road
Youngstown, OH 44509
800.860.4427
www.gbscorp.com