



Need to improve the management
of your electronic information?

You can rely on BS 10008

bsi.

...making excellence a habit.™

Manage your electronic records effectively with BS 10008.

Digital storage can often be more perishable than paper. Keeping electronic records that may need to be produced as evidence in disputes is presenting an ever increasing risk. Organizations need to ensure the proper management of electronic information over long periods, especially through technology changes, where information integrity is vital. BS 10008 with BSI can support you in implementing a successful framework to ensure the authenticity and integrity of electronic information and manage the associated risks.

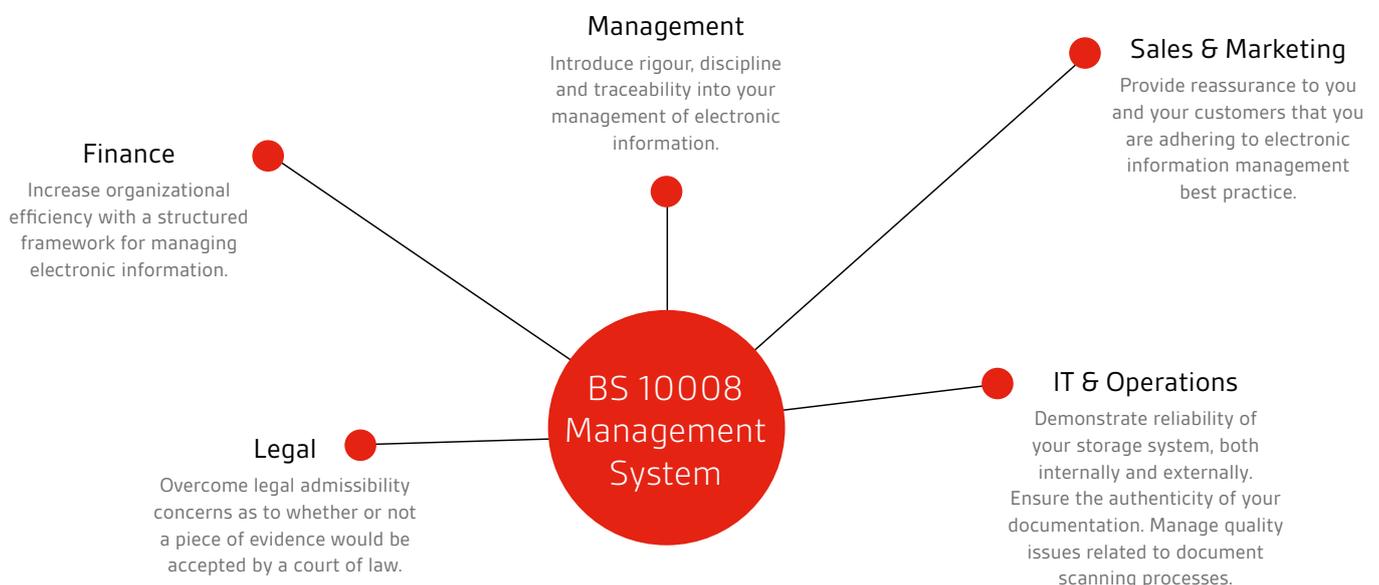
BS 10008 is the British standard that sets out the requirements for implementing and operating an electronic information management system, and the electronic transfer of information from one computer system to another. It covers any form of electronic information, from scanned and word processed documents through to AV files and CCTV video streams. And it provides the requirements for a secure system to manage electronic information throughout its lifetime.

BS 10008 is a recognized standard that provides reassurance that you are handling and storing electronic information responsibly. It addresses legal admissibility concerns, helping you face any legal situation with the confidence that you have implemented best practice and your electronic information will be accepted by a court of law.

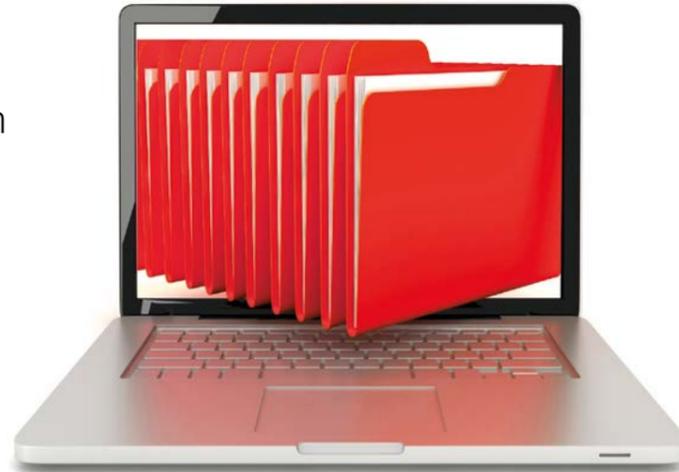
And BS 10008 is appropriate for any organization that is capturing, converting and storing information in an electronic format, whether they are a large corporate or an SME. It is particularly relevant to the medical and legal professions, insurance companies, government departments and financial services organizations.

BS 10008 will provide you with a best practice framework for the implementation and operation of an electronic information management system to ensure the authenticity, integrity and availability of electronic information requiring legal admissibility.

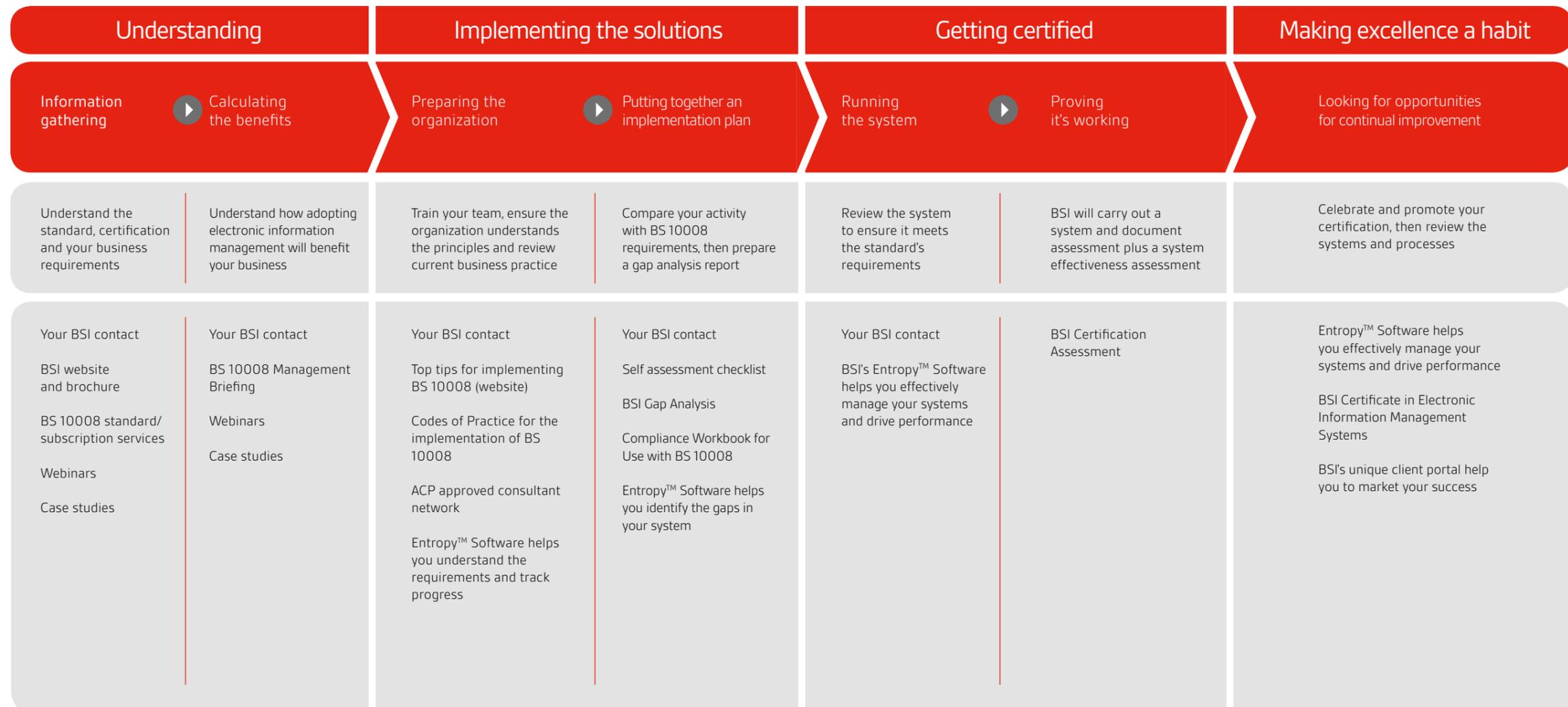
Benefits of a comprehensive electronic information management system include:



Implementing BS 10008 with BSI will help you identify the relevant risks to your electronic information and manage its authenticity and integrity over time. We will work with you at every step of the way to make sure you have confidence in your system and the reassurance you need.



A guide for your BS 10008 journey with BSI





Why BSI? Because we know a good BS 10008 when we see one.

We can help give you a competitive advantage because:

1. BSI is the business standards company that helps organizations make excellence a habit – all over the world. That's our business, enabling others to perform better.
2. With over 70,000 clients in 150 countries, our clients can trust BSI to help them perform better, reduce risk and grow sustainably.
3. Our clients range from top global brands to small ambitious businesses. Our people have understood their challenges, and see the opportunities to share learnings.
4. Clients enjoy the benefits of working with experienced BSI trainers and assessors. They will ensure your people are competent and fully able to implement systematic risk practices that are tested and work, day in, day out.
5. We talk with, and listen to clients every day, via our 'Voice of the Customer' survey. We ask them what they want and how satisfied they are with our products and services, so that we make sure we are meeting their expectations and giving them the opportunity to tell us their thoughts.

Use BS 10008 from BSI to protect your business.

As experts in this field, we have designed a range of products and services to help you identify the risks associated with your electronic information so you can manage them to a best practice framework.

BS 10008 compliments ISO 27001 in that the implementation and monitoring of an information security management system (ISMS) will act as significant evidence in the demonstrating authenticity for your electronic records.

Reducing your risk and protecting your business

Electronic information risk when managed well with BS 10008 and other products can provide reassurance, increase efficiency and improve performance. We have a portfolio of products that span a wide range of business needs. We'd be happy to talk you through the options.

Electronic Information BS 10008 **SC**

IT Security ISO/IEC 27001 **STC**

Business Continuity ISO 22301 **STC**

Anti-Bribery BS 10500 **S**

Risk Management BS ISO 31000 **ST**

TickIT & TickIT Plus **SC**

Key: Standard **S** Training **T**
Certification **C**

Talk to one of our advisors today to discuss your risk management requirements, or visit bsigroup.com to find out more and see how other businesses made excellence a habit

Find out more:
Call +44 845 080 9000
Visit: bsigroup.com

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We offer service packages that can be customised to your business to help you tackle electronic information risk. A customized BS 10008 package can be designed to remove the complexity of getting you where you want to be - whatever your starting point.

