

# Workflow360 Disposal Module

Automated disposal of documents and data to support GDPR compliance

Ensuring compliance of document and data retention and disposal is essential not only in terms of meeting legislative requirements and internal information policies but to also give peace of mind to both you and your citizen's that their information is being handled securely and responsibly.

## Automated compliance

Under data protection legislation there is a requirement for certain documents and data to be removed from your systems due to a customer request or certain criteria being met including your own internal information policies and commitments.

The Disposal module is a user friendly, secure and simple solution developed to help you comply with legislation such as GDPR. Automating the secure deletion of documents and data across all applications within the **Workflow360** solution removes the risks and complexities associated with managing this process manually and ensures your organisation remains compliant.

## Customise against your own information policies and requirements

Given the variations in guidance and rules affecting different departmental areas, we realised you needed something more flexible than a 'one fix suits all' solution. With the Disposal module you can customise the module against your own specific set of requirements. Based on an exacting set of parameters you can build a key criteria matrix for the removal and secure

deletion of specific documents and data to meet requirements for each defined departmental area. Criteria can typically include elapsed time periods such as document creation dates or time last viewed. In addition, 'conditions' can be added to profiles to allow fine control over the disposal of documents, processes and data.

## Giving you peace of mind

For added piece of mind the module is built to ensure that only the documents and data you want to delete are disposed of. Safeguard periods can be defined to act as a buffer between removal and actual deletion. In addition system reports of documents and processes that meet the criteria can be produced to check and edit each batch prior to confirmation of deletion.

## Giving your citizen's peace of mind

As well as providing major benefits to your organisation and staff, the Disposal module can also deliver significant benefits for your citizens. Peace of mind that information is removed securely, that there is no fear of information leaks or that information is outdated or being held longer than needed. Instilling confidence and trust in the services you provide.



Efficiencies  
by reducing  
manual tasks



Reduction in  
the risk of fines  
& liabilities



Complete piece  
of mind for  
your citizens

## Main benefits:

- Supports GDPR compliance and retention policies
- Achieves operational efficiencies and cost savings
- Avoid significant fines and potential liabilities
- Reduction in database management and storage requirements
- Ease the administration burden.



# Top reasons for choosing Workflow360 Disposal Module

## 1. Supports GDPR compliance



Automating the secure deletion of information, documents and data as well as complete case records using the Disposal module supports current data protection legislation and the impending GDPR legislation. In particular the citizen's 'right to be forgotten' as well as ensuring that only required information is held for a specified period of time, safeguarding both you and your citizens.

## 2. Delivers flexibility



Giving you the flexibility not only to customise the Disposal module against your own information policies, but against the differing requirements of each department, ensuring it meets legislative requirements as well as your exacting needs and those needs of your citizens.

## 3. Achieve process efficiencies



The Disposal module removes the complexities in managing records manually, reducing the risk of error and improving efficiencies in the data management process. Reporting and auditing functions support more efficient management of hardware capacity and overall improvements in database efficiencies.

## 4. Maximise storage capacity



Enabling the secure deletion of information and data frees up storage space, reducing overall storage requirements. The facility includes a feature allowing space previously occupied by disposed images to be re-used, allowing for proactive space management and utilisation. In addition the module enables the reduction of duplication in the system, ensuring maximum utilisation of space and the potential for significant costs savings.

## 5. Additional safeguarding



The ability to build in rules which hold document and process data for a period of time between its removal and the actual deletion provides a safeguarding period that allows a buffer before permanent deletion. This provides a level of assurance to users and confidence in the disposal process.

### Disposal features:

- ▶ Easily configured and intuitive user interface
- ▶ Case disposal element to enable compliance with GDPR
- ▶ Flexible and customisable to meet differing departmental retention and disposal policies
- ▶ Automate and schedule secure deletion of documents and data
- ▶ Schedule future disposal routines
- ▶ Validation and authorisation process
- ▶ Definable safeguard period
- ▶ Records management feature for retention and disposal
- ▶ Deletion of image files releases storage for re-use
- ▶ Fully audited operation.

**"If your organisation can't demonstrate that good data protection is a cornerstone of your business policy, you are leaving yourself open to enforcement action and damage to your reputation."**

**Elizabeth Denham**  
UK Information Commissioner