



## IMPROVED ERGONOMICS **TO RETAIN TALENT.**

Our digitization services for human resources departments & organizations provide you high-quality data analytics to **improve & facilitate your employee administration.**

Services like our fast, secure & reliable document scanning can help your HR department **recruit & retain better talent, ease onboarding processes, and improve future training & development.**

What's most important for HR documents is the security and access to these sensitive records. Because of this, we've established a team of HR digitization experts focusing on building a state-of-the-art document management system (DMS) that **abides by PII compliance standards like ISO, CCPA, and even GDPR.** We can also migrate your HR files from our secured location back to your own DMS and provide you all the aforementioned retention & compliance benefits.

Give us a call today to learn more about how we can help your HR department **streamline your workflows, automate tedious processes, and attract better talent.**

BRADFORD  
DIGITAL





## A HUMAN-CENTRIC **DIGITAL APPROACH.**

An effective information governance (IG) system **ensures compliance with laws and regulations, mitigates risks, and protects sensitive customer and company data.**

IG and records management encompass some of the most important procedures in any type of organization, dealing with the proper **creation, retention, storage, and destruction of records.** Your records management policies tie in directly with your governance procedures in the way you manage data storage, whether physical or digital. Our HR information governance consultants will help your business by:

- **Reducing data storage and retrieval costs**
- **Providing on-site and off-site scanning**
- **Establishing a proper HR DMS**
- **Avoiding legal fines and preparing for audits**
- **Preventing costly data breaches & more**

