



# SMARTER RECORDS MANAGEMENT

| A GUIDE TO OUR SERVICES AND SOLUTIONS

AUSTRALIAN CAPITAL TERRITORY

Hume

SOUTH AUSTRALIA

Pooraka

NEW SOUTH WALES

Erskine Park

Newcastle

Campbelltown

TASMANIA

Hobart

Launceston

NORTHERN TERRITORY

Berrimah

VICTORIA

Dandenong

West Footscray

Bentleigh

QUEENSLAND

Richlands

Salisbury

WESTERN AUSTRALIA

Welshpool



# OUR STORY

## ... SO FAR

For over 25 years, we have proudly delivered Records and Information Management (RIM) services to the Australian market. As an independently owned and operated company, trusted to protect your most valuable assets, ZircoDATA is recognised as a dynamic and innovative provider of Records Management services nationwide.

As a single source partner, we see delivering a superior service to our clients as a top priority, and as leaders in the RIM industry, we partner with our clients to provide tailormade business solutions.

You can trust ZircoDATA to have your best interests at heart as we aim to help you streamline and protect your business.

**25+**

**YEARS IN  
BUSINESS**

**18**

**WORLD CLASS  
FACILITIES**

**2500+**

**CLIENTS  
NATIONWIDE**

**170+**

**PROFESSIONAL  
TEAM  
MEMBERS**

**40+**

**FLEET OF  
VEHICLES**

**6**

**ACQUISITIONS  
CLOSED**

# DISCOVER THE | ZIRCODATA WAY



## OUR MISSION



We provide our Clients with professional and reliable solutions for managing their information, adding value through our expertise and by being leaders in our industry.

## OUR VISION



To deliver solutions that exceed the expectations of our Clients, Team Members and the communities we work in.



## CORPORATE RESPONSIBILITY

ZircoDATA promotes and supports best practice environmental sustainability. Our approach to sustainability is to focus on high impact areas that are most relevant to our business.

Our cartons are made with more than 65% recycled content.

We recycle 100% of our document destruction waste which equates to approx. 25,000 tons of paper per year.

Lights out policy when leaving rooms as well as equipment shutdown policy.

Consistently review policies and procedures with the goal to reduce our carbon footprint.

WE PROVIDE

# SOLUTIONS

Within this booklet we will highlight the wide range of RIM services and solutions we provide to all businesses and industries across Australia.



## BUSINESS TRANSFORMATION

A Full Spectrum Of  
Information Management  
Services To Improve Your  
Operational Efficiency

Zircodata will partner with you to create an efficient and second to none records and information management strategy.

We proudly support businesses of all sizes and offer a range of end to end solutions that take care of your records and assets, no matter where it is in its lifecycle. Clients across Australia trust us to manage and securely protect their most valuable information and assets.

Find out how a partnership with Zircodata can help transform your business. Talk to one of our industry experts today.



## SECURE DOCUMENT STORAGE

We provide a variety of sophisticated document storage services for businesses of all sizes.

As a premium service provider, we store physical records no matter the format & e-files via an encrypted online transfer. Together with ultra-secure, purposely built record centres, & a premium records retention & file management program, you can trust ZircoDATA to keep your information protected. As part of our service, we also collect & deliver your records as required.



## DIGITAL TRANSFORMATION

Wherever you are on your digital transformation journey, we are here to help.

Whether your business is going paperless or you simply require your documents and information digitally captured, ZircoDATA has you covered with our comprehensive range of document & image scanning services.



## DATA BREACH REPORTING

Our service provides 'business critical' piece of mind.

Should the worst occur, and your company suffers a data breach, our reporting service enables you to accurately report your breach within the regulated timeframe, with the added benefit of taking the worry and fear out of complying with regulatory bodies.



## DIGITAL MAILROOM

Need to streamline company processes? A digital mailroom is a great place to start.

From collecting to scanning, sorting to shredding, our solution takes the ease out of physical mail management with the benefits of a secure and quick delivery that ensures your company mail is sorted and received in a very timely manner.



## SECURE DESTRUCTION

Destroy old and unrequired information with our zero-compromise policy.

We offer secure destruction services for paper records, as well as media destruction for all kinds of digital records. Fully certified, if you're looking to securely destroy your paper or digital media, get in touch with one of our expert consultants.



## TAPE SERVICES

Data security solutions to ensure your valuable information is backed-up and protected

Data protection should be a top priority for any business, especially in a world where almost everything is accessible electronically. Our data security solutions ensure your valuable information is backed-up and protected, with a variety of highly secure data protection services, including off-site backup for both physical & digital data.

# ADDITIONAL SERVICES

## Information Management Consultation

Contact ZircoDATA today to find out how we can improve the processes of your business with expert records and information management. We have 18 facilities across Australia and are able to provide a local service tailored to you. Arrange a free consultation or get a quote.

## One-Off Projects

No problem at all. To complete one off projects with any of our services, we are only too happy to help. Simply contact our Client Care team on the details below and we will take care of the rest. Cash sales are also accepted.

## Secure Delivery and Pick-up

With our own fleet of state-of-the-art security vehicles servicing Australia, ZircoDATA can collect & deliver your confidential data and assets as required. Each of our Vehicles are secure and protected with extreme locking systems, alarms and GPS tracking. You can trust us with your information.



**For more information or to avail of any of our services, contact one of our business experts on:**

**13 ZIRCO (13 94 72)  
services@zircodata.com.au**

**Customer Portal (ZircoBRIDGE)  
<https://portal.zircobridge.com.au>**

**[www.ZircoDATA.com.au](http://www.ZircoDATA.com.au)  
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Bentleigh, Melbourne VIC, 3204**