

SECURITY

THE BEST SECURITY IN DOCUMENT STORAGE

Our company has always been attentive to the issue of **security in document storage** in all respects, whether it be paper document storage or digital document storage. Our company continuously invests in **innovation** and **control** of aspects that allow us to guarantee our customers a peaceful night's sleep. **Digitization, archiving, storage**: all the variables involved on the subject of security are constantly monitored and managed according to the logic of zero risk during all phases.

- Take-over
- Processing
- Custody
- Shredding

Our warehouses are an extremely safe place for the custody of paper archives. Actually, all the properties are equipped with the best **security systems in document storage** and all the systems are unique in their conception and technology.

These systems are also **redundant** and ensure compliance with all sectoral **regulations** to which they are subject.

- Fire detection systems
- Fire extinguishing systems
- Alarm
- Surveillance

FIRE PROTECTION

[DOWNLOAD THE FIRE PREVENTION CERTIFICATE](#)

SGA Srl offers very high standards of **security in document storage**. These standards are difficult to reach directly by customers (in this article on the GDPR and privacy we talk about it). All this is possible thanks to the constant commitment of the company's management and a team of professionals who follow every innovation and translate it into operational procedures and, last but not least, to the deployment of considerable economic resources allocated to the continuous improvement in the quality of every **digitization, archiving and storage service** up to the constant updating of document management systems.

For those working with **document storage**, as in the case of SGA, fire detection systems are essential. For this reason, an adequate number of **optical smoke detectors** are installed on the ceiling of our warehouses, connected on a **double line (cross zone)** and managed from an **electronic control station**. At the emergency exits, the **discharge control buttons**, the **alarm buttons** and the **optical/acoustic panels** were installed. An electric **alarm bell** was also installed at the control station.

The control station is equipped with an independent **UPS** (Uninterruptible Power System).

AUTOMATIC HIGH EXPANSION FOAM FIRE EXTINGUISHING SYSTEM

The **booster, foam storage and mixing unit** is located in a specially protected area.

Booster unit

- Double 170 Kw Diesel Engine with automatic and/or manual start

- Pump units consisting of Main Wheel Turbine and Jockey Electric Pumps for constant pre-launch pressure maintenance
- H2O Reserve Storage Tanks of 150 Cubic Meters
- Engine autonomy 24h
- Computerized Engine Control Panels
- Automatic Re-Fill system for storage tanks with a pressure of 3.5 bars

Mixing unit

- Foam Tank
- Vacuum Mixer with Venturi
- Solenoid Valve Unit connected to a dual-zone detection system with double consent
- Independent distribution networks and 42 monitors distributed in the strategic points of the warehouses with a flow rate of 5,625 m³/minute for each single sector

FIRE EXTINGUISHING SYSTEM AND ALARM OPERATING LOGIC

When the electrical impulse is sent by 2 **smoke detectors** simultaneously in alarm conditions and/or by pressing a **discharge control** button, all the existing alarm signals are activated and, after the set delay time, the solenoid valve on the line valve of the area is activated with consequent opening of the same and **suction of the foaming agent** from the tank through the mixer. The foam mixture (water/foam) obtained is directed to the generators of the protected area, suffocating the fire in the area concerned.

ANTI-INTRUSION

ANTI-INTRUSION SYSTEM

- **Dual-zone anti-theft device** fully wired with combined motion/thermal detection
- **Contacts and sensors at each access**
- Direct radio relay connected with **the monitoring station**
- Digital telephone dialer connected with the monitoring station
- **(UPS)** Uninterruptible Power Supply
- Managed Events: Intrusion, Fire, Power Failure, Internal Tampering, External Tampering.
- Variable combination encryption

VIDEO SURVEILLANCE SYSTEM

- **Digital Video Recorder** with continuous recording and retention of recordings for up to 10 days
- **Web-Based Surveillance System** with timer-controlled recording and which can be activated at motion detection

PRIVATE SECURITY SERVICE

- **Dynamic day and night patrolling** service
- Remote alarm system
- **Continuous video surveillance**
- **Emergency service**
- **Armed Bodyguards** on event and/or on request
- **Police** intervention (the distance from the nearest garrison is 5 km)

FACILITIES

LOCATION AND CONSTRUCTION CHARACTERISTICS OF THE WAREHOUSES

Our warehouses in Lentate Sul Seveso are located in the industrial district north of Copreno overlooking the state road Comasina and more precisely in Via San Francesco Saverio, 12. Together with the new facility in Varedo we have 8,000 square meters of warehouses with a minimum useful height of more than 10 meters. The areas, with no hydrogeological risk, are far from rivers, streams and lakes.

The maximum **security in document storage** is the basis of our services; for this reason the premises, all recently built, have load-bearing structures, roofing elements and partitions certified with fire resistance grade R120.

The structural characteristics and insulation of the premises ensure excellent thermal insulation and allow to preserve the indoor environmental conditions even in the case of sudden changes in the external ones.

In addition, our warehouses are insulated and free on all four sides and the nearest Fire Brigade Station is only 6.5 km away.

MONITORING OF ENVIRONMENTAL VARIABLES

Our warehouses are equipped with a computerized system that continuously detects environmental variables such as temperature and relative humidity and, if necessary, activates the systems to rebalance them through the use of the air changes method.

RODENT MONITORING

The absence of rodents is guaranteed through control and prevention activities.

Prevention is implemented through 2 exclusion activities, i.e. all those actions aimed at preventing any possible access of pests in the warehouse environment:

- Proofing: structural barriers (sealing of passages, application of suitable skirting boards under the doors, etc.).
- Stacking: correct storage of goods (avoid stacking pallets, maintain an adequate distance between goods also to facilitate controls, etc.).
- Housekeeping: state of maintenance of the premises. This is mainly the cleaning factor, one of the main indexes to consider to avoid attracting rodents, leaving dirt and food residues.

Monitoring, which allows the situation to be kept under periodic control, guaranteeing immediate intervention if necessary, is carried out by a specialized company with baits, traps, monitoring systems and other cutting-edge devices.

All the baits used are placed and protected in safety containers, indicated by special signs, in accordance with the safety regulations in force.

DATA PROCESSING AND DISASTER RECOVERY

PROCESSING BY ELECTRONIC MEANS

With regard to the protection of personal data processed by electronic means, the procedures of the Technical Regulations on minimum security measures annex B (Art. 33 to 36 of the Code) are strictly observed by appointing persons in possession of authentication credentials, periodic replacement of eight-character passwords, etc.

PAPER-BASED PROCESSING

The following corporate security policies are adopted for the protection of personal data processed on paper:

- Data may only be processed by data processors.
- Only direct employees with at least two years' experience may be appointed as data processors.
- Documents containing personal data must be consulted in special designated rooms.
- Documents containing personal data that are retrieved from the archives for daily work must be stored there at the end of the day.
- If a consultation lasts longer than a day, the documents must be stored in special locked cabinets.
- Documents containing personal data must not remain unattended on desks or work tables.
- At the end of the consultation, the documents must be placed in sealed boxes on encapsulated pallets and loaded into the warehouse in a completely anonymous manner.
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DISASTER RECOVERY AND BUSINESS CONTINUITY POLICY

The backup systems are redundant, the main one provides for the replication of the entire images of the servers on tapes that are collected weekly and stored in a special vault according to the highest standards to ensure business continuity in accordance with Art. 33 of the Italian Legislative Decree 196/2003 letter f).

LEGISLATION

[Italian Legislative Decree 81/08](#) | [Italian Presidential Decree 151/2011](#) | [Italian Legislative Decree 196/2003](#) | [Italian Legislative Decree 152/2006](#)

HEALTH AND SAFETY IN THE WORKPLACE AS PER ITALIAN LEGISLATIVE DECREE 81/08

- Drafting of a Risk Assessment Document for intra-company and extra-company activities (if necessary).
- Appointment of Company and Site Health and Safety Officer.
- Drafting of the Emergency Plan.
- Training of operators for first aid.

PROVISIONS ON FIRE PREVENTION

Pursuant to Italian Presidential Decree 151/2011 paragraph 70.2.C

General Fire Prevention Regulations

- Italian Presidential Decree 151 of 1 August 2011
- Italian Ministerial Decree of 30 November 1983
- Italian Ministerial Decree of 10 March 1998
- Italian Ministerial Decree of 7 August 2012
- Italian Ministerial Decree of 9 March 2007
- Italian Ministerial Decree of 27 March 2008 no. 37
- Italian Legislative Decree of 9 April 2008 no. 81
- Italian Legislative Decree of 3 August 2009 no. 106

EN/UNI standards relating to the design, installation and maintenance of fire-fighting systems

- UNI 9795:2013
- UNI EN 13565-2:2009
- UNI EN 12845:2015
- UNI 10779:2014

PRIVACY CODE LAW 196/2003

- Guarantee of the protection of the confidentiality of documents deposited or under management.
- Drafting of the corporate security policy.

ENVIRONMENTAL REGULATIONS AS PER ITALIAN LEGISLATIVE DECREE 152/2006

- Guarantee of procedural and formal correctness, for all those involved, in the operations of disposal of paper archives.

TOLL FREE NUMBER



CONTACT US

SGA Srl - Archiviazione Documenti
Via San Francesco Saverio, 12 | 20823 Lentate sul Seveso (MB)
Tel: **0362 572112** | Fax: **0362 681870**
Mail: info@sgaservice.com
Mail amministrazione: amministrazione@sgaservice.com
Mail PEC: amministrazione@pec.sgaservice.com
Website: www.sgaservice.com