



## Group 5 Training Ltd - Compliance Services

### Legal Admissibility of Electronic Documents

Following the publication of the BSI Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically (BSI BIP 0008:2004), Group 5 Training introduced a family of compliance services designed to assist you to benefit from it's implementation within your organisation.

*Compliance is easier to achieve using the services of Group 5 Training Limited, improving reliance on electronic documents in Court.*

Information is a vital company asset. Loss of this information is likely to be catastrophic to your organisation. The cost of storing and retrieving this information is increasing significantly. So many organisations are implementing Electronic Storage to effectively manage this information.

### Benefits of Compliance

At a generic level, BIP 0008 has been designed and introduced to enable the:

- improvement in the reliability of the information stored within computer systems;
- reduction of the risk taken when destroying original documents;
- safeguarding of the appropriate evidential value of information stored;
- improvement of access to document archives;
- improvement of system security;
- reduction in system administration costs;
- reduction of document handling, storage and retrieval costs;
- improved awareness of the value of the information asset;
- improved consistency and quality of all information in the organisation.

Compliance to this Code of Practice increases confidence in the organisations electronic information asset and simplifies the demonstration of meeting quality goals and specific regulatory requirements.

### About Group 5 Training

Since 1996, Group 5 Training have been retained by a number of organisations to assist with particular aspects of achieving compliance including:

- Canon (UK),
- Coutts & Co.,
- General Accident Life Services,
- Halifax PLC,
- Midlands Electricity PLC,
- ICC Information Services Limited,
- Police Superintendent's Association.

We have a significant number of other clients in both Private and Public Sectors where we are subject to confidentiality agreements

Detailed overleaf are services offered by Group 5 Training to help you achieve compliance at minimal cost and reduced timescales.

*See over for services available .....*

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## **Services Available**

### *Management Briefing*

Provides a common framework for bringing all relevant personnel up to speed, aiding corporate understanding and communications between disciplines. Such sessions often lead to the creation of an effective Project Plan for compliance.

### *Training Workshops*

A formal training course designed to prepare you for achieving compliance can be presented on your premises, designed specifically to meet your needs. Such courses are cost effective for medium and large organisations, reducing staff costs and improving confidentiality.

### *System Design*

If you are designing a system, include the requirements of the Code of Practice into the System Specification. Group 5 Training can provide valuable assistance in the production of these requirements, thus enabling a compliant system from Day 1 of implementation.

### *Diagnostic Review*

A full and independent review is undertaken of your system, providing you with a written report advising on actions to be undertaken to achieve the benefits of compliance. This review includes a full information security audit of your computer systems.

### *Gap Analysis*

Following the Diagnostic Review, an Action Plan will be designed by Group 5 Training, which will enable rapid progress to be made towards compliance.

### *Corrective Actions*

Having worked on a number of systems, Group 5 Training are well experienced in the best methods of implementing the Code of Practice. Often our advice has led to improved efficiencies and reduced operating costs.

### *Produce Documentation*

The Code of Practice requires documentation to be produced detailing Security, Procedural and Technological specifications. Group 5 Training are geared to produce this documentation, having previously assisted a number of large and small organisations.

### *Compliance Audit and Certification*

Group 5 Training can assist you in demonstrating compliance, by independent audit and completion of the BSI Compliance Workbook.

### *Vendors*

Can your products be used in a compliant manner? Group 5 Training can audit your system, and detail any missing facilities that are required for compliance.

Check our Web Site for up to the minute information – [www.g5t.co.uk](http://www.g5t.co.uk)