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Document Conversion Services: Ensure Security and Confidentiality for Your Documents by MOS Outsourcing

Article published on December 29th 2011 | Business

When going for document conversion services, it is important to make sure that the firm provides security and confidentiality for your documents. With the help of document conversion services, a large volume of complex data can be converted into useful information in formats that can be easily accessed. Document conversion outsourcing results in greater business efficiency by allowing multiple user access to records and information.

Some of the document conversion services that outsourcing companies provide include:

â€¢ Conversion of paper documents, scanned paper reports and scanned images to electronic format

â€¢ XML and XHTML conversion

â€¢ Book conversion

â€¢ HTML and SGML conversion

â€¢ MS word and MS excel conversion

â€¢ PDF conversion

â€¢ Conversion from Tiff to JPEG files

â€¢ From invoices and applications to intelligent systems

How Your Data Is Made Secure

In todayâ€™s business world, organizations prefer to outsource their data conversion requirements to a BPO Company that provides security and confidentiality of their critical business documents. Providers of BPO services ensure utmost security and confidentiality for your documents with the aid of excellent security protocols and document management systems.

Document conversion service helps reduce the chances of records being lost. The digital files of paper documents and business records are stored in secure Internet backup centers. Proper backup is made for your data, so that you need not worry about lost or damaged original data and records due to any unforeseen event. You can retrieve your crucial business data whenever and wherever you want.

Most of the data conversion companies have imposed strict evaluation criteria on their hosting and outsourced document conversion. To prevent access to personnel records, accounting information, contracts, medical records and critical corporate information, document conversion companies insist that each employee and visitor sign confidentiality/non-disclosure agreements that clearly state the requirements for confidentiality and the importance of protecting clientsâ€™ critical business information from unauthorized access and disclosure.

Apart from this, document conversion service providers implement several safety measures to ensure that the business information they handle remain secure. All safety measures are designed carefully to ensure foolproof security and confidentiality of the data and the information provided to

the service provider through stringent privacy policy implementations that conform to international standards. Listed here are the safety measures:

â€¢ Personnel are screened - Staff members are not allowed to bring in floppies/electronic devices including laptops, PDA, or written documents

â€¢ Computers are password protected

â€¢ Security software is regularly updated

â€¢ Firewalls and antivirus software are installed

â€¢ Periodic technical evaluations are performed ensuring all systems meet specified security requirements

â€¢ The entire workforce is trained to maintain privacy, confidentiality and security

â€¢ All external drives including floppy disk drives and USB ports are disabled to prevent illegal copying of documents

â€¢ Facility is access-controlled and equipped with video surveillance

â€¢ Entire workforce is trained on privacy, security and confidentiality

Document conversion services help you manage your business efficiently. For effective business management, seek the support of a data conversion service provider that can ensure complete security and confidentiality for your business documents.

Article Source:
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MOS Outsourcing - About Author:
As a leading outsourcing solutions provider, Managed Outsource Solutions can provide custom made a document conversion services that will ideally meet your requirements within your companyâ€™s budget. As a professional document conversion company, we can convert your microfilm, microfiche and aperture cards to electronic formats.

Article Keywords:
document conversion, document conversion services, bpo services, bpo company

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