



Looking to archive business-critical data and documents for the long term in a standard, protected and legally compliant manner and retrieve them at any time? Archive Service is just what you are looking for!

Archive Service is a platform-based SaaS solution from Swisscom that archives your files in full compliance with the regulations that apply to you.

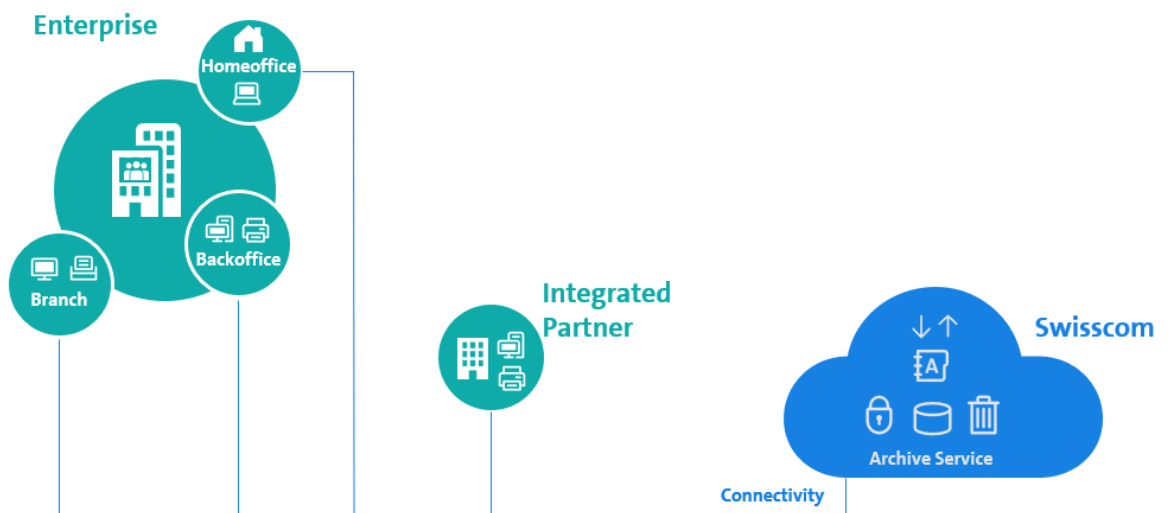
The service manages the life cycle of your data based on your archive plan and provides proof of compliance at all times. The privacy-by-design principle also ensures it meets the highest data protection requirements end to end.

The comprehensive integration options allow protected access to the archive – at any time and from anywhere. The solution is complemented by comprehensive specialist services for data and records management, providing you with Records Management as a Service – all from a single source.

Benefits of Swisscom’s Archive Service for you

- **Records management:** we store your files and data in line with your archive plan, while ensuring their immutability, retrievability and reproducibility, the correct retention period and compliant erasure.
- **User friendly and in context**
Integration into your IT landscape means the archived data is easily available to users, via a link from the business application for example.
- **Data protection and security**
Data is processed and stored exclusively in our certified Swiss data centres in compliance with the highest security requirements.
- **Compliance and verification**
Auditing rights are supplemented with annual external audits in line the ISAE standard – as proof of correct archiving.

Take advantage of the sustainability of our digital archive standard and empower your departments through seamless integration of your business applications and processes. Our experts show you how.





Facts & figures

The details in this document do not constitute a binding offer. Subject to modification without notice.

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Basic services

Web GUI for business users

Searching and retrieving is quick and clear. The display of archive objects is optimised for different formats such as documents (PDF), e-mails (EML), images (JPG, TIF, PNG), audio/video (MP3, MP4) and transaction data (XML). Personal folders allow the user to create dossiers related to business cases. The individual addition of metadata and annotations facilitates daily work with the archived data.

For those with data responsibility, role-related functions and reports are available for monitoring the archive plan and managing the meta information.

Full text search: In addition to the index-based search form, the service supports a highly effective full-text search. This enables case-specific searches on your entire archive dataset.

Manual archiving: The upload function allows the user to upload individual archive objects from the workstation to the archive via the Web GUI and to add meta information.

Access protection: Archive objects can be protected at multiple levels (e.g. document type, document, etc.) and access can be restricted based on roles.

Record management process

The Archive Service provides your company with comprehensive support in records management. The retention status of your archive objects is reported in a batch process. In consultation with the person responsible for the data, archive objects due to be deleted are destroyed in an explicit and traceable manner.

These processes comply with a wide range of regulatory and legal requirements, such as data protection laws (GDPR).

Index & storage management

Certified technologies and standards ensure the immutability (authenticity and integrity), the permanent readability, the retrieval and thus the legally compliant archiving of your data and documents.



Optional Services

Integrated archiving solutions

The highly scalable SaaS archive platform forms the basis of your archiving solution. Based on the service-oriented architecture, Swisscom continuously develops and integrates business-specific archiving solutions such as SAP archiving (SAP ArchiveLink), banking archiving (Finnova, Avaloq) and general workplace archiving, including the integration of multifunction printers/scanners.



Additional services

Archive data migration

Our extensive migration and integration experience means we can find the optimal solution for outsourcing your archive data to the Swisscom Archive Service in a lean onboarding and migration project.

Intelligent content and information management

In addition to this Archive Service, Swisscom offers a broad portfolio of managed services for input management, content & document management, output management and printing.