PeTA + **WOODS VALLDATA**

IntelliScan®

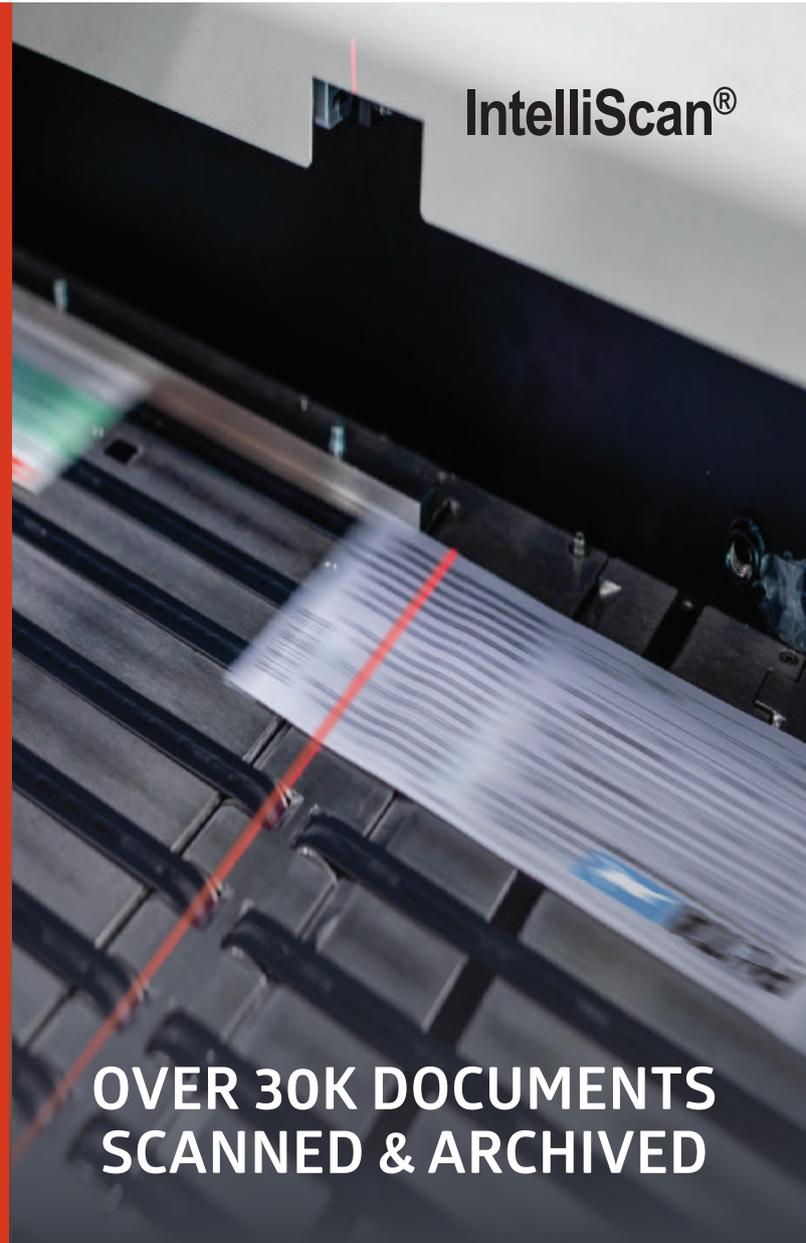# DIGITISING ARCHIVE RECORDS FOR EASE AND SPEED OF ACCESS

People for the Ethical Treatment of Animals (PETA) and Woods Valldata create a digital warehouse of archive forms facilitating quicker, easier access to supporter records at the touch of a button.

PETA'S GOAL

GDPR requires organisations dealing with personal details to keep a record of the data they keep and be able to access it on request. When your data is stored on paper returns, finding the right supporter record can be a time-consuming and thankless task – not to mention the cost of warehousing. PETA approached us to help them compliantly digitally archive over 31,000 supporter records and save them the time searching through, and the expense of storing, paper copies.

SUCCESS

▶ **31,700 documents scanned & archived**

▶ **99.8% accuracy across all records**

▶ **Digital image of each file with look-up facility for quick and easy access**

OVER 30K DOCUMENTS SCANNED & ARCHIVED

SERVICES ▶ Archive Scanning

"The service from Woods Valldata has been second-to-none. We're really pleased with the quality of the scans which will make finding original supporter records so much simpler in the future and release significant warehouse space previously housing the paper copies. A thorough briefing session at the start meant they knew exactly what we needed, and even saved us money when we realised in the session that there were forms that didn't need scanning. It's exceeded our expectations."

Allan Hulse, Director of International Fundraising, PETA

RAFFLE | WEEKLY LOTTERY | RESPONSE HANDLING | FULFILMENT | DIGITAL SCANNING | DIRECT DEBIT PROCESSING

OUR APPROACH

Audit

A review of archived paper-based forms revealed that not all forms needed scanning and data capture. Those forms were extracted to be securely destroyed. This saved PETA the time and expense of digitally capturing unnecessary forms.

Recommendations

As part of the archiving processes we suggested that we:

▶ Batch, scan and digitally capture relevant details on archived forms

▶ Securely destroy all scanned forms

Implementation

The archive scanning was achieved in-house by Woods Valldata experienced technicians including:

▶ Data captured and gift aid declarations verified for 31,700 records

▶ Images and data provided to PETA in their requested format

▶ Data to include a look-up facility to easily find individual forms based on selected criteria such as surname, postcode or URN

▶ All paper forms then securely destroyed under ISO9001 certification

CONTINUOUS IMPROVEMENT

We invested in the best scanning equipment available to ensure every supporter record is accurately digitised, quickly and efficiently. Our 4 high-speed, high-capacity scanning lines can scan up to 90,000 items per day from within a high-security, PCI level 1 environment and are supported by a 1,600 pallet space, in-house warehouse.

All paper-based financial reponses, non-financial responses, payment devices, forms etc. can be scanned and indexed. With a 99% capture accuracy rate, you can be confident in clear and accurate data capture allowing easy indexing by sort codes, supporter URNs, Gift Aid declaration tick boxes and signatures and more.

Our ISO certifications gives you reassurance that we're continually improving our processes around Information Security Management Systems, Business Continuity Management, Quality Management and Environmental Management Systems meaning that the service you receive is always the best it can be.

ABOUT WOODS VALLDATA

We're passionate about helping you help your beneficiaries. We believe in what we do and make it our mission to be the best. Our team of 200+ sector specialists help charities raise over £100 million in fundraising income per year. We offer an unparalleled level of service, with the strategic insight to identify opportunities and inform innovation whilst following the highest compliance standards for PCI, ISO and the Gambling Commission.

Whatever you're looking to achieve with your fundraising, Woods Valldata are there for you.

To talk to us about your individual giving programmes, contact us on charities@woodsvalldata.co.uk

RAFFLE I WEEKLY LOTTERY I RESPONSE HANDLING I FULFILMENT I DIGITAL SCANNING I DIRECT DEBIT PROCESSING