Compliant Digital Preservation

Guaranteeing the validity of processes and the legal validity of digital documents

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Compliant Digital Preservation: what is it?

Compliant Digital Preservation is a service that guarantees **the legal validity of a digital document over time**, in accordance with the regulatory provisions of the **Guidelines of 1 January 2022**, **AgID**, on the creation, management and preservation of electronic documents.

The solution has been designed to ensure **document availability**, **integrity**, **authenticity**, **legibility** and **display**.

Maximum precision and organization when it comes to storing and searching for documents are guaranteed thanks to the **multi-channel management** of the submission systems, the **speed** at which procedures are **implemented** and the fact that the different stages can be **monitored**.

The different automated processes in place offer unique **indexing** and **quality control** for documents and files, allowing more **accurate management of the material**.

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Compliant Digital Preservation: features

Flexibility
The architecture is easily "scalable" and designed to handle the processing of large volumes of data. Easy to integrate with the customer's third-party solutions.

Security
The data is stored in the Aruba Group Data Centers: maximum levels of security prevent disruption to the service and attempted intrusions and tampering.
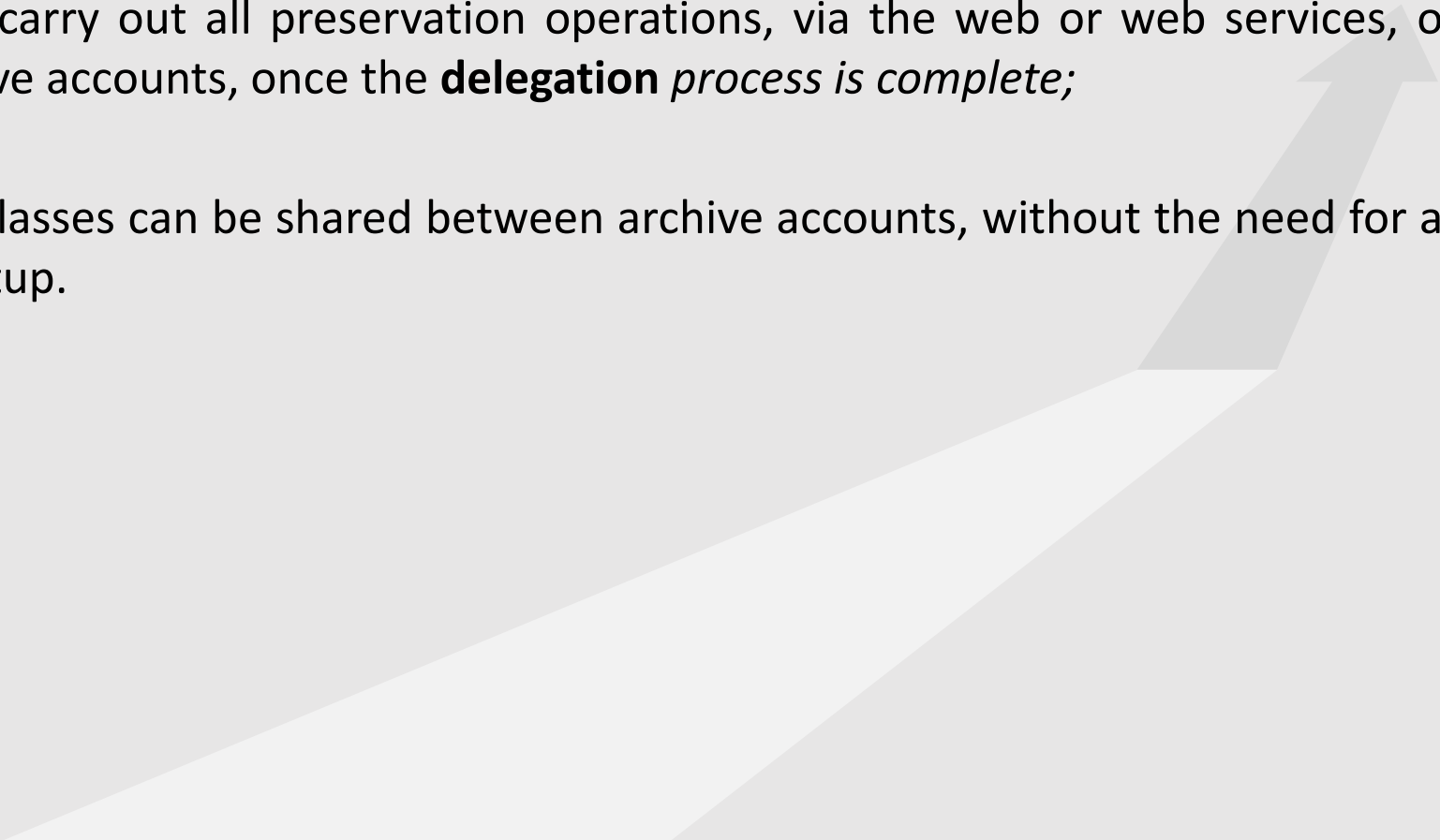
Legal validity
Guarantee of integrity, authenticity and immutability of the document being preserved.

User friendly interface
Excellent user experience. Easy to view and trace the documents being preserved.

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Compliant Digital Preservation: services

- In order to use Aruba's Compliant Digital Preservation, you will need to configure the **Premium + Archive** Package;

- The premium account can carry out all preservation operations, via the web or web services, on behalf of one or more archive accounts, once the **delegation** *process is complete;*

- Space (GB) and document classes can be shared between archive accounts, without the need for ad hoc configuration during setup.

Compliant Digital Preservation: services

	Premium	Archive
Description	Premium account that manages the service on behalf of multiple VAT numbers (DocFly Base or Archive) with the sharing of space and document classes. Operates only by proxy via the Web or WS in two ways: application token or administrative users	Product associated with 1 VAT number (archive) to be connected exclusively to DocFly Premium for the delegated management of the service. Space or documentary classes are not included
Target	System Integrators, Partners and Complex Organizations	Holding companies, Partners and System Integrators
What's included	1 master user 1 application token (min1k band) Web Services Channel 10 GB (shareable) 2 Document classes (which can be activated on the ARCHIVE) WEB PANEL	1 master user 1 archive / VAT number WEB Panel
Upgrade	Additional User Shareable Additional Classes and Space Automatic Signature	Additional user Automatic signature
Related services	DocFly Archive	-
Features	Management of the service on the customer's behalf (via the Web and WS) Multi-user Web access on the customer's behalf Submission and display via WS on the customer's behalf Bulk submission and configuration	Delegate management of your service to DocFly Premium Multiuser

Compliant Digital Preservation: guarantees

Direct handling of submission packages (connectors)

Support for the UNI 11386 (SInCRO) 2020 standard

Archiving Packages closed and signed with a qualified electronic signature and timestamp

Periodic monitoring of the integrity of stored data

WORM architecture on all backups

Document rejection managed using systems that allow the automatic identification of archiving packages eligible for rejection.

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Compliant Digital Preservation: additional services

Multi-user	Lets you purchase additional users who can access the service (via web services or the web) independently based on specific permissions using their username and password. Ability to monitor the actions of individual users.
Additional space	Lets you purchase additional document storage space (GB)
Document class	Lets you purchase additional document categories to store different types of documents
Automatic signature	Lets you sign multiple documents automatically in accordance with Italian legislation (Prime Ministerial Decree of 22 February 2013), and European legislation (EU Regulation no. 910/2014)

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Compliant Digital Preservation: compliance

Regulatory background: Guidelines on the creation, management and preservation of electronic documents of 1 January 2022, AgiD (service compliant with the technical standards required by law, guaranteeing the requirements in terms of the authenticity, integrity, reliability, readability and availability of documents)

Aruba PEC S.p.A. is the provider as defined in Annex 1 to the Guidelines on the creation, management and preservation of electronic documents of 1 January 2022, i.e. the public or private entity that carries out electronic document preservation activities

During preservation, **automatic quality checks**, **phase monitoring**, as well as **document integrity** and authenticity requirements, ensure **maximum security** during the process by preventing unauthorized changes to or loss of data

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Compliant Digital Preservation: security

Security guarantees

Trust Service Provider in accordance with eIDAS as a Certification Authority authorized to provide services including PEC, Digital Signatures and SPID and so subject to certification procedures, accreditation and checks by specific supervisory bodies

Owned infrastructures that are secure and reliable, **certified to the highest standards**: ISO 27001, ISO 9001, ISO 14001, ISO 27017, ISO 27018 certification, ANSI/TIA 942-B Rating 4

Data centers located in **Europe** and so subject to the laws in force in terms of privacy and data protection

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Compliant Digital Preservation: use cases

Premium account with DocFly Archive

The premium account can carry out all preservation operations, via the web or web services, on behalf of one or more archive accounts, once the delegation process is complete.

Space (GB) and document classes can be shared between archive accounts, without the need for ad hoc configuration during setup.

Management of multiple VAT numbers via a single Premium Account with shared GB and classes

- The Premium account (holding companies, system integrators or complex organizations) can manage multiple VAT numbers (Archive account) organized in different archives.
- The different Archive accounts must connect to the Premium account in order to start making submissions.
- The data owner remains the Premium account.

Management of one VAT number via a Premium account connected to a DocFly Archive

- The direct customer (Premium account) can manage their preservation activities via a premium user linked to an Archive account.
- The customer can manage submissions via the WS channel using the master user associated with the Premium account and via the web channel through the Archive account.

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