



**eAkte**

... everything on the screen

## Your file will be digital: more modern, faster, safer.

Our job centre will introduce the electronic file on 11 June 2018 - Less paper, more service.

All your documents that you provide us with are "photographed" (scanned) and stored in an electronic file (eAkte). This means that our staff will soon be able to provide you with better and faster information.

Because:

Your file is always available on the screen and does not need to be picked up.

### **What about data protection?**

Of course, only staff who are authorized to do so have access to your file. That is already the case. But thanks to the eAkte, important

papers are no longer stored in offices and cabinets, but are optimally protected - just like in an electronic safe.

### **What you should keep in mind:**

Paper documents that you make available to us will be stored for another 8 weeks right after being transferred to the eAkte and destroyed afterwards. If you want to get your originals back, please let us know immediately. In most cases it is enough to provide us with copies.