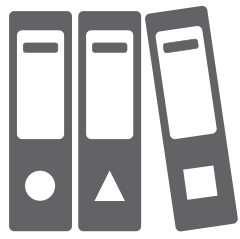


10

EIM Must Haves for INFORMATION SECURITY & PRIVACY

The amount of data a typical organization generates makes information security a challenge. This trend, coupled with the expansion of data privacy laws, has made **Enterprise Information Management** solutions must-have tools for data protection and regulatory compliance.

1 Security classifications



The first step in safeguarding your sensitive data is knowing where it resides and classifying it accordingly. At the heart of EIM, is a central secure repository for unstructured information. Here, content can have security classifications applied, such as Top Secret, Secret, Confidential, and Public. Without a tool to identify what and where sensitive information is, it will be difficult to protect it.

2 Audit trails



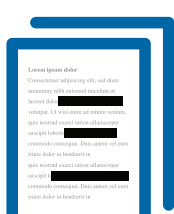
When a security incident occurs or a suspected incident is being investigated, it's critical to be able to understand the history of activity and reconstruct the content's forensic trail. EIM solutions offer customers the ability to view the full information lifecycle, all of the actions that have been performed on it, by whom and when.

3 Secure communications



When it comes to information security, organizations must not overlook their most widely used communication tool - email. Secure mail solutions are tightly integrated with existing email systems and enable internal and external users, as well as applications to easily exchange confidential email information.

4 Redaction of confidential information



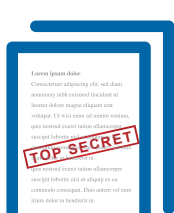
Security incidents are on the rise, particularly those involving personally identifiable information. However, security doesn't have to mean preventing access. Redaction tools allow you to remove confidential information from documents before sharing. Be sure to choose a solution that offers automatic redaction with pattern matching and text search, as well as manual selection.

5 Access control and permissions



The balancing act of allowing appropriate access while protecting from unauthorized individuals can be challenging. Effective EIM systems have complex access and permission capabilities to ensure users only have access to what they need and what they are permitted to see and do, ranging from the ability to view only metadata, to editing the document to having deletion rights.

6 Banners and watermarks



To convey document status, users can apply banners or watermarks such as Draft or Confidential, or display useful information from content attributes. For example, a username on a document provides traceability if content is lost, and a "Top Secret" watermark lets users know if content needs to be handled differently.

7 Records disposition



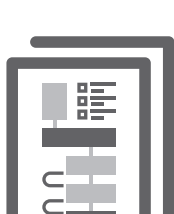
Information security becomes more manageable when you reduce data volumes. Records management capabilities help organizations secure information through legal and records holds and sound information lifecycle management, ensuring that records are maintained in compliance with policies and not retained indefinitely, which can put the organization at risk.

8 Secure file sharing



Data leakage and loss from negligent file sharing and information collaboration practices is becoming just as significant a risk as data theft. Comprehensive EIM solutions offer secure file sharing and managed file transfer tools to safely and efficiently exchange files while keeping proprietary and sensitive content safe.

9 Embedded security and privacy



Employees are the #1 source of data breaches, whether malicious or unintended. Why? When company processes and systems hinder productivity, users will take matters into their own hands, creating security risks. EIM systems offer many capabilities that help employees work better while embedding security, such as workflow, metadata inheritance, and standards compliance.

10 Security by design



It is widely recognized that security must be a key part of high-quality software development and a more common expectation of software developers. By working with software vendors whose default position is ensuring all their products, solutions, and services are designed, developed, and maintained with security in mind, customers are taking a proactive approach to protecting their information.

Give employees the tools they need to efficiently access, manage, collaborate and share information, without compromising data privacy and security



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