

## Document Imaging solutions for GDPR compliance

### Working for GDPR compliance

With the introduction of Global Data Protection Regulation (GDPR), the European Union (EU) has taken aggressive steps to protect personal data. And not just personal data within the EU - GDPR compliance also applies as governance for processing personal data that crosses borders, such as with European customers doing business with U.S. companies.

Our solutions can help any organisation meet GDPR requirements for the secure capture, processing, management and storage of personal data. Our document capture and workflow applications ensure the secure handling of personal data throughout your organisation's business processes, from network email to print management and workflow scanning. We can help you automate the identification and encryption of personal data, creating a secure environment that meets the strict requirements of GDPR.

### How we protects personal data

Business documents represent a significant security risk when it comes to personal data. More than 60 percent of customer information is stored in business documents, which means they likely contain personal data protected by GDPR. This includes documents that are typically stored in cabinets, personal files, shared folders and document management systems.

Our solutions help alleviate these gaps by providing protection across many of the areas where GDPR compliance is exposed, including multi-function devices, personal device storage and shared folders. It helps organisations achieve their critical goals for data protection, including:



**Preventing data breaches** and reputation damage



**Protecting valuable business data** throughout business processes



**Meeting GDPR requirements** for storing, retrieving, and deleting personal data



**Stopping unauthorised access** and use of personal data

### How the GDPR defines accountability

- Documents generally contain personally identifiable information
- Personal data is a valuable business asset
- Businesses need to be accountable for the storage, usage, and protection of this data



## Multi-function printer security

Multi-function printers (MFPs) represent a significant risk to personal data in many organisations and a potential liability when it comes to GDPR compliance. Because most MFPs are connected to the internet, they offer anonymous „off ramps“ to the outside world that require protection. Without proper monitoring, MFPs also increase the number of instances where employee users can potentially mishandle personal data and be in breach of GDPR.

Our solutions enable organisations to restrict access to these devices and control what users can or can't do at each device, including tracking of each user's activities. Our solutions provide easy access to a compliant audit trail for monitoring all input and output from devices. Our solutions also employ data encryption to secure documents throughout business processes and workflow to ensure personal data is protected every step of the way.

## Content screening

Sometimes the greatest exposure to GDPR non-compliance is offline when content is being shared between employees and partners. Our solutions support your efforts by screening documents sent via email, printer and copier to ensure no personal data is left exposed.

Documents are screened to validate the sender and recipient, search content for keywords, phrases and patterns as well as attributes or barcodes. Documents deemed at risk are quarantined in real time for immediate protection, with notifications to the sender, supervisor and security to ensure any violations or exposures are addressed immediately.

## Our solutions provide control and accountability of personal data

- Control who captured, copied and printed documents containing personal data
- Monitor and secure the information exchange of personal information assets
- Control and protect the personal information contained and visible in documents
- Store, archive, retrieve and delete personal data as required by GDPR compliance
- Alert the unauthorized use or potential breaches of personal information assets

## Personal information redaction

Our solutions also support GDPR compliance by automating personal information redaction. Documents sent via email, printer and copier are closely monitored for personal data. When identified, personal data is automatically redacted to ensure the security of the document and the safety of the customer's information. Redacted content is stored and logged for further monitoring, and then sent to the appropriate parties in secure encrypted workflow.

## Support your entire workflow

We know how critical data is to your organisation and that it is used throughout your systems and processes. That's why our solutions are designed to integrate seamlessly wherever and whenever protection is needed, from line of business applications to groupware and collaboration systems, file, fax and email services, and office and production printers. Our solutions even extend to personal devices to support mobile workforces.

We can effectively deliver on the need to store, archive, retrieve and delete personal data in a secure and effective manner. Because Our solutions provide the industry's most accurate document capture and a thorough audit trail of document workflow, we can help you ensure the individual's rights to know what personal information is being stored about them and where that information needs to be purged should the individual request it.

From secure capture and printing to routing and storing documents, you can count on Our Document Imaging solutions to provide the backbone needed to protect personal data in a GDPR-compliant environment. We offer complete protection and the audit trail to match.

Implementation requires one or more of the following solutions: Equitrac, SafeCom, Output Manager, AutoStore, eCopy and/or Printdirector.

Implementation also requires specific document workflows and devices that utilize these applications or combinations of our applications on your network.

**For perfect print and scan solutions ...**

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