

Are Your Documents GDPR Compliant?



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Presenters

Hi! I'm Holly Condon, VP of Marketing at PaperSave!

Hometown is Charleston, South Carolina

Started career in 1993 at Blackbaud as one of the first 100 employees!



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DISCLAIMER

The following summary does not constitute any legal advice.





AGENDA

- Basics
- Framing the Business Issue
- Solution

GDPR Basics

1. Aggressive steps to protect an individual's personal data.
2. Updated previous law established in 1995
3. Effective in May of 2018
4. Applies to personal data that can identify a 'natural' person

Who is subject to GDPR?

GDPR compliance also applies to governance for processing personal data that crosses borders.

How GDPR Defines Accountability

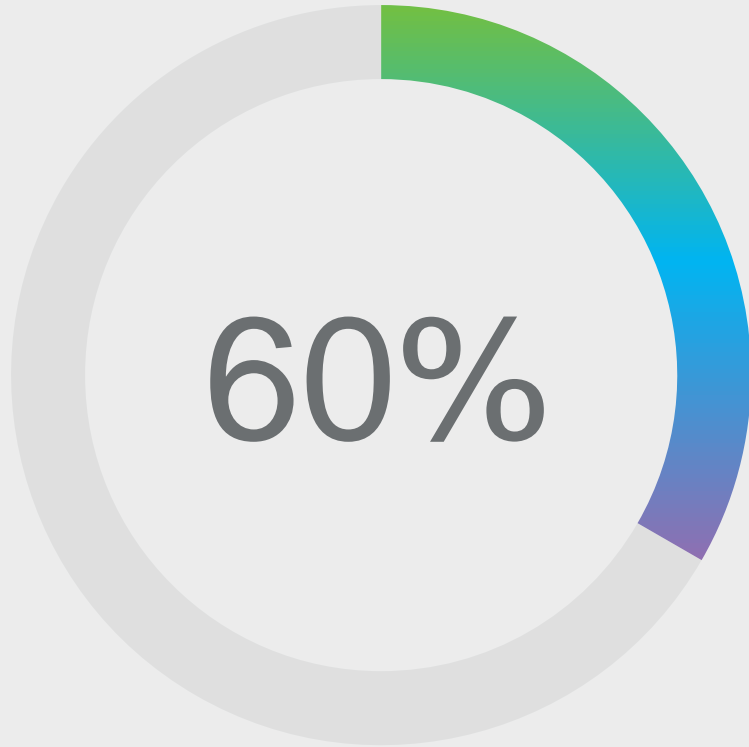
1. Those documents that contain Personal Identifiable Information (PII)
2. Personal data as a valuable business asset
3. Accountability for the storage, usage and protection of the data



FRAMING THE BUSINESS ISSUE



Fast Fact



More than 60% of constituent data is stored in business documents.



Why is this important?

On almost every one of the documents, you will find personal information and data that is protected by GDPR.



POLL #1

How Many of You Are Storing
Documents in Filing Cabinets?



POLL #2

How Many of You Are Attaching
Documents to Media or
Attachments?



Issue!

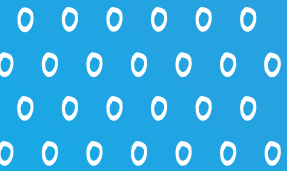
On almost every one of the documents, you will find personal information and data that is protected by GDPR.

A shared hard drive, document attachment or public cloud storage system is typically unstructured, and lacking in version control and basic security protocols.



Preventing Valuable Business Data Breach

Most data breaches occur with the sharing of information in email, shared folders and other collaboration tools that don't protect information



SOLUTION – DOCUMENT MANAGEMENT

Elements to a successful GDPR strategy





Solution

Having a centralized location for storing all your business data is critical for enabling this degree of accessibility.

Managing, auditing, and protecting your data is far easier with a document management system that's governed by a logical structure in which everything is kept together.



Document Management Solution

Securely Capture Documents

Protect Data

Control Access

Audit Trail



Securely Capture Documents

Multi-Functional Printers (MFPs) pose inherit issues.

1. They typically connect to the Internet
2. Offer access to outside of your firewall



Protect Document thru Security

Manage who can add, view and delete documents by Document Type or Class.



Protect Data thru Redaction

Permanently remove or suppress through security rights personal identifiable information from a document.

*PaperSave offers 9 different types of annotations and redaction controlled by security for each document type



Securely Protect while Collaborating

Information can be shared thru secure workflows and as hyperlinks through email.

Benefits:

- Ensure only authorized access
- Audit Trail of who has printed, viewed and emailed information
- Document Versioning



Securely Protect with Audit Trail

Audit Trail of who has printed, viewed and emailed information.

Integrated with Blackbaud Solution

Integrated with Active Directory



Securely Protect with Record Retention Rules

Manage policies about length of time to store and manage documents.



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