

SECURE BUSINESS INFORMATION

90%

90% of organizations have had a security breach caused by hardcopy documents

46%

46% of employees have shared sensitive business documents via their personal file sharing & sync solution

7.5%

7.5% of all documents get lost; 3% of the remainder get misfiled

83%

83% of knowledge workers lose time to versioning issues every day

45%

45% of executives agree that a lack of information governance leaves their organization open to litigation and data protection risks

55%

55% of organizations agree that email is their largest ungoverned, high-risk content type

No one can afford to ignore information security, especially when it involves documents – both paper and digital. However, strict operational requirements surrounding document security, data privacy, retention policies and information disclosure can quickly overwhelm poorly equipped teams and unprepared organizations. Not to mention, penalties for non-compliance can be costly.

At West X, our goal is to help our clients implement effective strategies and solutions for controlling documents and records in a way that encourages compliance, mitigates legal risks, and aligns to corporate governance policies. Our approach focuses on four components of information security:



THE BENEFITS



Mitigate Risk



Improve Compliance



Protect Intellectual Property



Avoid & Reduce Costs



Ensure Disaster Recovery



Streamline Operations

OUR METHODOLOGY



To mitigate the risk of non-compliance or a security breach, you must build a culture of information security in your organization by regularly monitoring your security and information governance policies.

Conducting an information security assessment is the first step to building a culture of security and constant vigilance. Our security assessment methodology is a collaborative process that includes identifying security issues and their level of risk, as well as preparing a plan to mitigate these risks.

After a thorough assessment, we'll help you implement the tools and processes to minimize threats and vulnerabilities.

Identify & Assess	Information Security Assessment
Regulatory Landscape	✓
Records Retention Schedules	✓
Records Disposition Requirements	✓
User Roles & Access Requirements	✓
Disaster Recovery Programs	✓

SECURE YOUR ELECTRONIC DOCUMENTS AND RECORDS TODAY!

Need help developing an information management security strategy? At West X, we can help you design and implement effective strategies and solutions that safeguard your information.

- Integrated Toolset for Electronic Records Management
- Effective Tools for Defensible Disposition
- Digital Audit Trails
- Easy To Manage Legal Holds
- Controlled User Access To Electronic Documents & Records
- Automated Record Retention Schedules and Policies
- Alerts & Notifications for Periodic Review of Records



*Sources: AIIIM, ARMA, Fortune