

4 Ways to Strengthen ECM Compliance



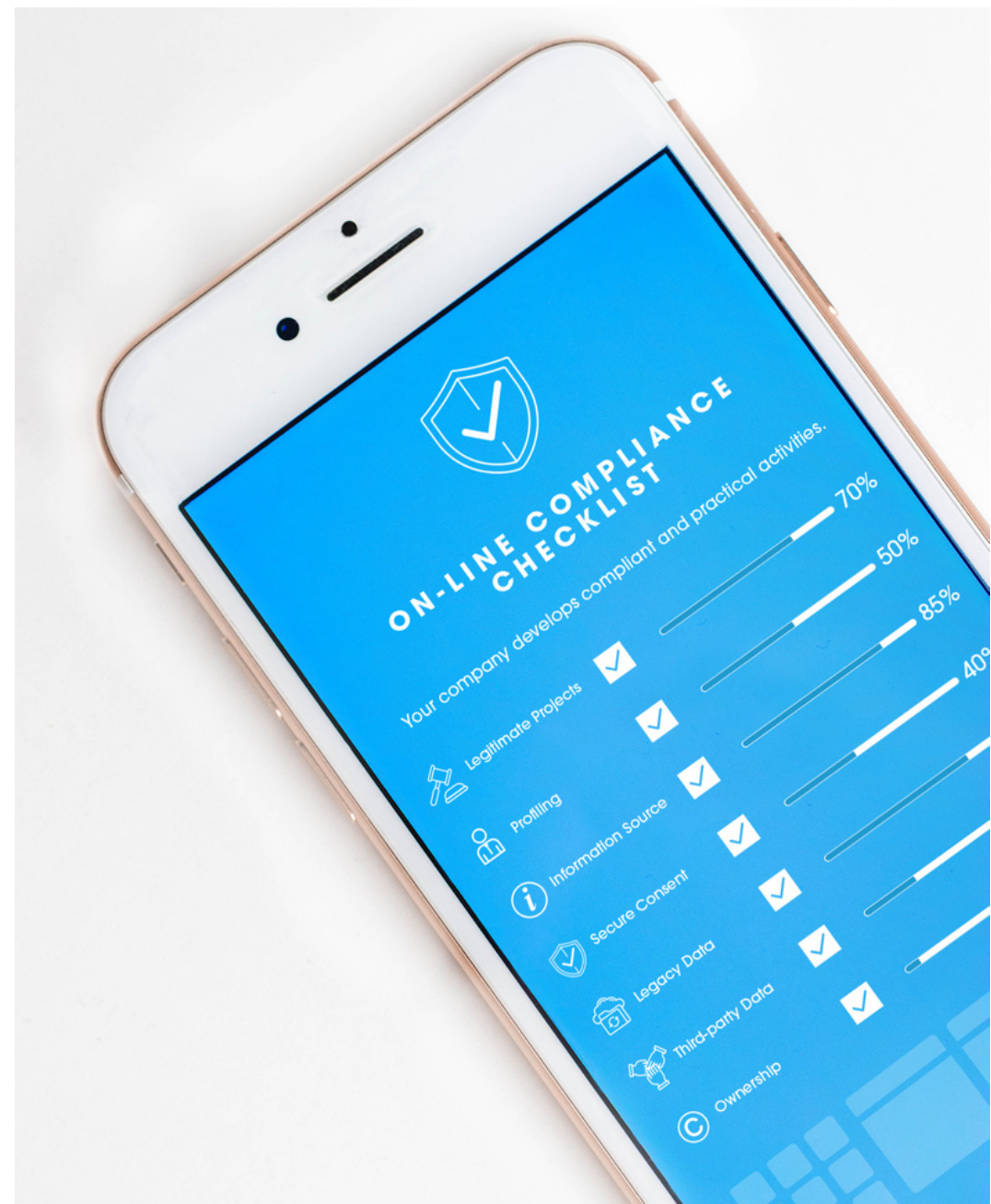


Introduction

Modern organizations face ever-increasing compliance regulations and requirements. In parallel, they also face spiralling volumes of information and records as business becomes more and more digital. This perfect storm of compliance and data is forcing organizations to consider new and different ways to govern their information.

While the digitization of content has simplified manual compliance practices in some ways, the accumulation of systems and content weaves a complex web that needs additional tools for effective management. So how can organizations effectively comply with increasingly complex laws and regulations and ensure proper information governance with so much content sprawled across so many different systems?

This ebook provides not one but four novel ways to manage corporate compliance to help address these increasingly complex challenges.



Viewing Content Differently

While an ECM system can provide certain compliance functionality, adding a universal content viewer to the mix can help organizations effectively manage their compliance challenges — that an ECM system alone cannot address. Adopting a single, web-based solution that sits on top of existing systems can allow easy access to content from any ECM in any format. This approach streamlines content access, prevents local downloads, and enables compliance managers to consolidate security controls and requirements into one centralized viewing solution.

Adopting a content viewer solution with built-in security and audit features can help strengthen compliance and enforce information privacy for staff, suppliers, and customers alike. All parties will rest assured that their information is treated with care, building trust and ultimately strengthening business relations. Below we detail four key ways that enhanced content viewing can strengthen ECM compliance:

Redact Sensitive Information

Redaction uses sophisticated technology to intelligently identify and remove sensitive information from your documents. Manually searching for and removing social security numbers, credit card numbers, and other sensitive data across thousands of documents and multiple repositories can be time-consuming, labor-intensive, and prone to human error. Automated redaction can identify the kind of information that needs protecting upstream, saving compliance officers vast amounts of time, and protecting corporate and customer data.

“Redaction – the censoring or obscuring of part of a text for legal or security purposes.”

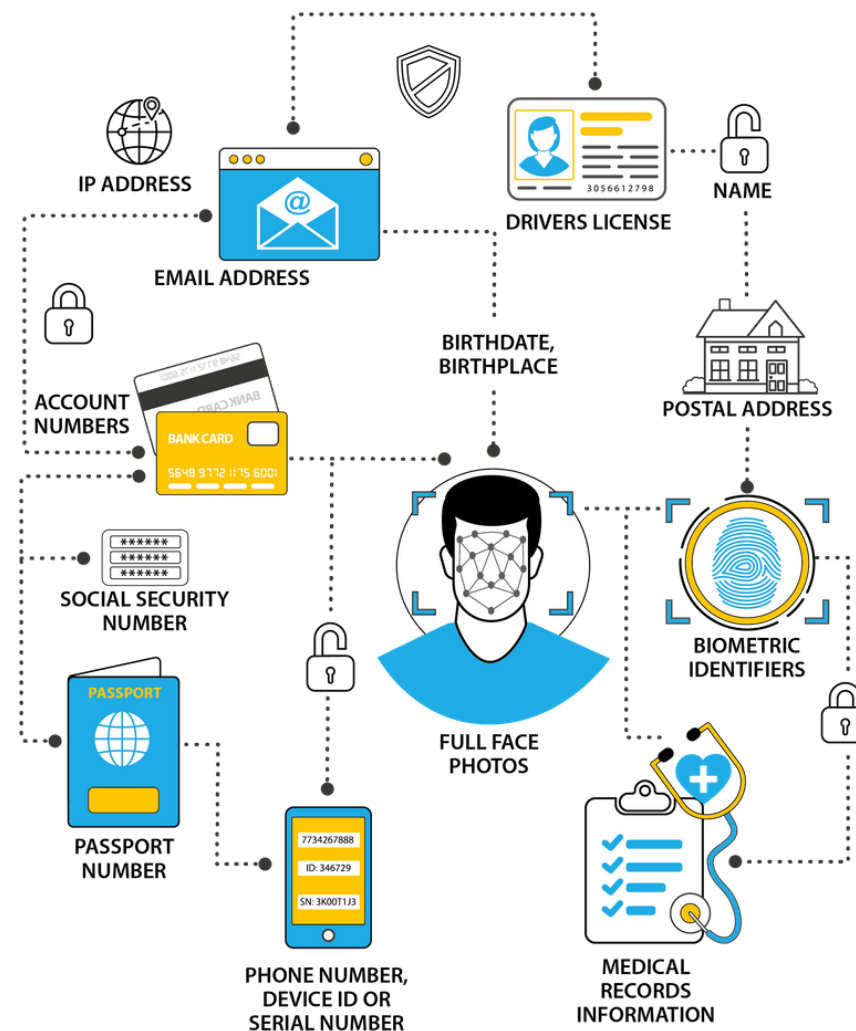


Manage User Rights

Effective user rights management is critical to ensuring compliance and preventing unauthorized access to PII. Department managers must be able to effectively control user activity and keep sensitive data out of unauthorized hands.

Centralized access controls allow admin to set restrictions to ensure that only authorized personnel has the right to do certain things—such as viewing or editing a document—while maintaining transparency for everyone.

Common Types Of PII (Personally Identifiable Information)





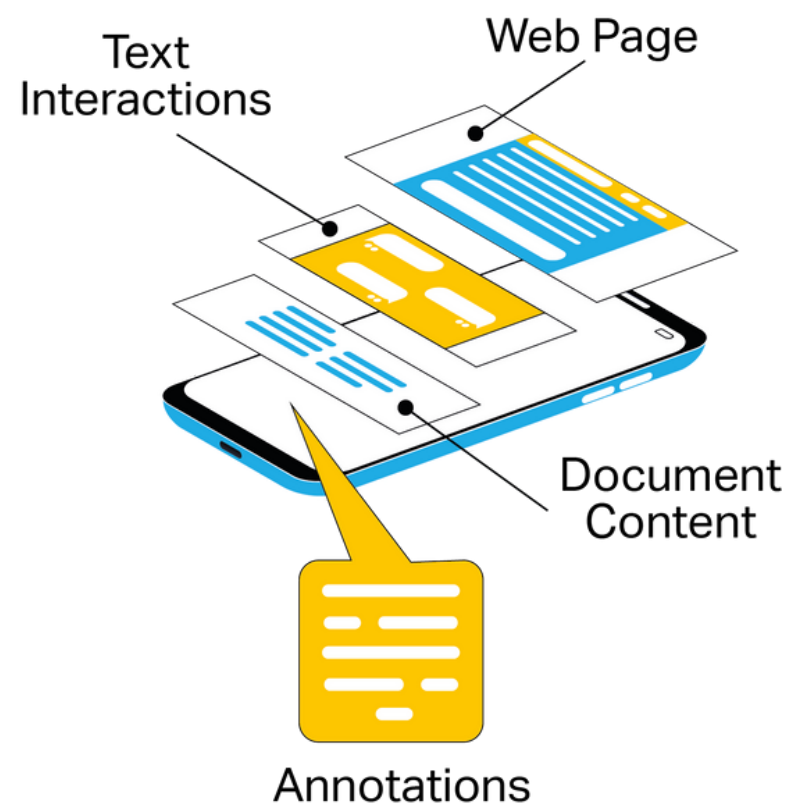
Maintain Content Integrity

When dealing with sensitive corporate information such as financial data, legal data, or contracts, ensuring the validity and accuracy of that data is critical. Organizations need to trace all changes made to any document or record and ensure data consistency throughout the entire document life cycle.

With a web-based content viewer, the underlying file can remain unchanged throughout its lifecycle. For example, one user may see a redacted version of a contract based on his/her viewing permissions, while another user may see a watermarked version of that same contract.

In both instances, the underlying document is preserved in its original state. Any annotations or content redaction are overlaid on the original file, ensuring the integrity of that data at all times. Plus, detailed audit trails and user activity reports enables easy tracking of these annotations.

Secure Your Content Without Ever Changing The Underlying File.



Stream for Enhanced Performance

Web-based document viewer software allows content to be streamed rather than downloaded, so files can be opened fast, eliminating lengthy download times or storage challenges. Documents are rendered accurately without transmitting the original document to the user, removing security risks associated with users downloading and saving sensitive files.

Streaming of content also allows for greater document traceability and complete visibility into which pages have been read, downloaded, printed, and sent to or by another user. This capability is a game-changer for ECM compliance and ECM in general.



Conclusions

According to IDC, the amount of data created by organizations will nearly triple by 2023, with 80 percent of that data unstructured. This increased volume of information, together with the growing number of compliance and privacy regulations such as GDPR, CCPA, and others, means that the challenge of governing compliance in the enterprise is getting more complicated every day.

ECM systems provide a foundation to deliver compliance but do not go far enough. Adopting a web-based universal content viewer in tandem with a core ECM offers compliance managers numerous benefits:



consolidated security controls and requirements



centralized viewing solution



secure access and sharing capabilities



access to content located in any system or application

By treating all documents in the same way, regardless of where they physically reside or what format they are, we minimize the negative impact of information silos and content sprawl. As a result, the management of vast volumes of information becomes a non-issue.

Can a simple content viewer solve something as complex as compliance? Absolutely. But it won't happen on its own — you need to decide to move towards a web-based, streaming, secure document viewing solution today.



About ARender

ARender has more than 20 years of experience as an ECM solution integrator covering the entire document lifecycle, and since 2010 as a leading software vendor providing innovative, cloud-native, content viewing solutions.

Organizations trust ARender globally to deliver any of their documents and content quickly and securely to their users. ARender streams content, meaning users can view any size or type of file from any device in milliseconds, offers enhanced transformations such as redaction, watermarking, and provides device-specific rendering. Users can also collaborate on content of any type, dynamically annotating videos, documents, and more.

With offices in New York, Philadelphia, and Paris, ARender's vision is to put content at the center of all business user activity and provide organizations struggling with existing legacy content systems a cost-effective and low-risk way of delivering existing content through new channels and devices.

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