DOCUPHASE

8 Tips for Stronger Document Security

Are you doing everything possible to protect your vital documents against data breaches?

STEP 01
Digitize Document Storage

One of the best things to help your document security is to replace your manual or paper-based processes with a cloud-based document management platform. When documents are being viewed and shared via paper or email, there is no way to control where your information is going, or keep track of who is accessing your documents. Plus, with remote or hybrid work, there can be serious security gaps if employees are forced to take stacks of papers to and from the office or send data via unsecured email attachments.

STEP 02
Limit Access with Security Roles

Whether you are on the market for a Document Management system or already have one set up, one of the primary security features you will want to implement is custom security roles. It is far too common for employees to be able to gain access to information that they do not need. With roles-based permissions in place, each employee has a tiered security level that can only grant access to specific types of documents. In this way, important information is compartmentalized except to only the most trusted levels of the organization.

$6T

Cybercrime cost the world an estimated $6 trillion USD in 2021 alone

Source: Cybersecurity Ventures

STEP 03
Employ Document Redactions

Similar to security roles, redactions are another feature that some document management solutions can offer. There are countless situations in which sensitive information is provided in a file alongside other information that is needed for everyday operations. Redaction bridges the gap, allowing files to be partially redacted using the same permission tiers so that an employee can access some parts of the document without also seeing the sensitive data.

70%

of companies that experience major data loss go out of business within a year

Source: FEMA

STEP 04
Use Revision Tracking

Revision tracking is an essential tool for securing a document management system. System administrators can monitor who is accessing which files and see the history of changes that were made to information within any of the integrated systems. Not only is revision tracking useful for internal document security but it is also an incredible tool for providing auditors with a thorough digital paper trail.

STEP 05

Integrate Data Across Tech-Stack

Data integration is the lynchpin of a successful business tech-stack. When using multiple software systems, being able to push and pull files between them and sync updates simultaneously is almost mandatory. Inaccurate and incomplete data can be a serious disruption for operations and a lack of version control can cause employees to inadvertently mishandle sensitive information, leading to security gaps.

STEP 06

Install SSL Protocols

An SSL (Secure Sockets Layer) certificate is a digital authentication that confirms server identity and enables an encrypted connection. It is an added element of security for your document management system that prohibits information between the source and an end-user from being viewed or changed as a file is being accessed through the internet.

STEP 07

Eliminate Unnecessary Data

Don't keep more data than you need to for operations and compliance. These files though can still be a risk especially if they feature personal information or financial records. Work with your team to determine how to identify irrelevant data and then make a plan to regularly dispose of the old files when they are no longer of strategic or legal necessity.

STEP 08

Invest in IT

The sad truth is that if business leaders had begun investing in IT earlier in our digital age, cybercrime might not be as wide-spread today. Make sure your IT team has the manpower and resources to adequately protect your systems, and the platform to lead your company's education and awareness of current malware, phishing, and social engineering threats.

98%

of cyber attacks rely on social engineering

Source: purplesec

61%

of cybersecurity experts say that their team is understaffed

Source: ISACA

43%

of all data breaches targeted a small or medium-sized business

Source: Verizon

Chat with our team to learn more about how DocuPhase's Document Management Solution keeps your data secure.

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