

5 WAYS TO PROTECT THE DATA IN YOUR OFFICE

#5

**PROTECT
DOCUMENTS
THROUGH
THEIR LIFE**

Canon

#5 PROTECT DOCUMENTS THROUGH THEIR LIFE

How safe are the document processing activities that span your enterprise? Can you be sure the documents you generate are reaching the right places at the right times?

Documents remain an important underpinning mechanism for information flow across and beyond organisations. Canon helps large and small businesses around the world to instil data security and formality to their document processing applications.

The Risks

The new EU data protection framework has been adopted – the **General Data Protection Regulation** – replacing the current Directive, applicable in all Member States without need of national legislation.

It will become enforceable on 25 May 2018. Organisations now recognise a new level of data and processing

understanding is needed to mitigate risks associated with the governance of sensitive information.

In response to these challenges, businesses are revisiting how best to formalise their data processing activities – to minimise risk of data loss.

CANON SOLUTIONS



**INSOURCING,
OUTSOURCING
OR CO-SOURCING?**



**MANAGE OFFICE
NETWORK PRINT
AND SCAN
DOCUMENT LIFE-
CYCLE SECURITY**



**MITIGATE RISK
BY FORMALISING
DOCUMENT
WORKFLOWS**



**MANAGE
CRITICAL
DOCUMENT
GOVERNANCE**



There's more than one way to process a document

INSOURCING, CO-SOURCING OR OUTSOURCING?

- Do you have a process requirement to ingest data held in documents?
- Are you considering outsourcing tasks like forms data capture to a partner?
- Are you considering reverting to insourcing to keep data safe?
- What is the best post-GDPR sourcing approach?

Our flexible portfolio of technology and sourcing solutions offer large and small companies the opportunity to install smarter, cost effective and safer document processing.



SYSTEM INTEGRATION

Move document processing in-house

Using Canon advanced scan-processing technologies can streamline data capture and workflow, removing the need to outsource.

MANAGED SERVICES

Work with us as a delivery partner

Fine-tune document processing – employ our people, process and technology ethos to optimise your service.

OUTSOURCED SERVICES

Partner with Canon to manage document processing

Our full-service outsourcing approach will provide you with a business advantage by harnessing the latest in technology and best-practice methods.



MANAGE OFFICE NETWORK PRINT AND SCAN DOCUMENT LIFE-CYCLE SECURITY



Sometimes, the easiest way for unscrupulous individuals to extract personal data from your business is to print or copy it.

Canon's unifying secure network print and scan management solutions offer flexible approaches to protecting data held in documents.



Small to medium-sized businesses

We supply ready-to-use cloud technologies – scalable platforms – that grow with your needs, with no ceiling on capabilities.



Large Enterprise

Canon is the provider of choice for ultra secure network print and scan management solutions combining the largest portfolio of office document services hardware with award-winning management and workflow tools.

SECURE PRINT RELEASE

You don't need expensive software to install secure networking printing. Many of Canon's office devices come with a variety of User authentication options as standard to identify users and facilitate secure print release.

DIRECT WI-FI*

The latest range of imageRUNNER ADVANCE MFPs come with Direct Wi-Fi built in – so there's no need to unlock your network to provide guest printing and scanning services.

SECURE GUEST & MOBILE PRINTING

Canon devices support genuine Apple AirPrint, uniFLOW mobile guest printing and the Mopria set of standards, giving customers a range of secure mobile printing options to choose from.

READY-TO-USE CLOUD SOLUTIONS

Subscribe to a secure printing cloud service to install security over document printing and distribution. Includes secure guest printing.

OUTPUT MANAGER APPLIANCE

Install a ready-to-use output management appliance to bring instant secure printing and control over user print behaviours.

PRINT LIFE-CYCLE SECURITY

With Canon you can manage document print security from keyboard to paper-tray and beyond.

DATA LOSS PREVENTION

Install iWSAM Express with uniFLOW to centrally gather usage data from compliant multifunctional devices, 24x7 to build a complete picture of device-user document usage behaviours. Extract and analyse search data using full-text (OCR) or attribute-based (i.e. who, what, when, where...) search options to quickly analyse information.

SECURE SCANNING

Use Canon Scan-Lock technology to prevent Users from scanning confidential documents.

*Wi-Fi available with specific devices only



MITIGATE RISK BY FORMALISING DOCUMENT WORKFLOWS

With Canon's award-winning document management, network print and scan workflow software technologies

Canon's workflow solutions help your organisation work towards GDPR compliance by providing tools which make it easier for you to discover, manage, secure, and report on the personal data your organisation retains. A correctly configured, maintained and administered document workflow will securely handle data and provides more protection against data breaches when combined with proper organisational procedures, training, and policies.

Design the ideal document processing environment for your enterprise by combining the capabilities of Canon network print and scan management, document management and scan data capture with a balanced deployment of Canon office equipment.



- Store, find, and catalogue the personal data retained by your organisation
- Simplify the monitoring and management of personal data
- Create a more secure data environment
- Apply tools to meet reporting and assessment requirements



CRITICAL DOCUMENT GOVERNANCE

Organisations depend on documents to fulfil business operations. However, most have yet to adopt formal policies, underpinned by state-of-the-art technology, to mitigate the risks that use of documents in business critical processes can pose, such as:

Not being produced as required

Being produced incorrectly

Not reaching their destination

Our technologies help you to manage the delivery process of your business-critical documents; installing a single point of control to streamline and govern your high risk processes.

END-TO-END

- End-to-end process control and transparency
- Full transparency over document flows
- Fewer failures and a quicker response to failures
- Proof of delivery

KNOW-HOW

- Expert know-how
- Benefit from Canon's extensive experience gained through our projects
- Meet our domain experts

BEST FIT TECHNOLOGY

- Flexibility through versatile multi-platform applications
- Protect your investment
- Facilitate easier configuration management and quicker response to change
- Expand the scope of applications

REDUCE COST

- Achieve economies
- Reduce costs through process automation
- Reduce risk of failures
Increase productivity

INTERESTED?

There is no fool-proof plug and play office security solution.

Every business has to determine what represents an acceptable level of risk.

Canon is a pro-active partner to businesses seeking to keep data safe as part of a resilient enterprise information security policy.

One voice

Our information security team is responsible for both Canon's internal information security, and the advice and solutions we offer to our customer.

Our is an ethos of security and privacy by design

When we design or select technologies, products and services for our customers, we consider their likely information security impact on our customers' environment, and incorporate security and measures to enable protection to the desired level.

An inclusive approach

All organisations are different. There is no one-size-fits-all solution when it comes to formulating a appropriate information security approach for your business. At Canon, our approach is to work closely with our customers to build better information security together.

Satisfy the information security expectations of:

- Shareholders
- Staff
- Customers
- Suppliers
- Partners
- Guests
- Channel Partners
- Contractors

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