DOCAUTHORITY

Managing retention compliance with DocAuthority

Managing retention can deliver benefits in terms of reducing risk and costs. However, a failure to adequately manage your business's retention of personal data can also result in substantial regulatory fines. The global expansion of privacy laws increasingly mean that you will have regulatory obligations for whatever personal data you hold and in whatever territory you operate.

DocAuthority enables the timely and effective identification and removal of documents for which you no longer have any lawful basis to store.

Do more with less

DocAuthority is quick and easy to deploy with a single server deployment option for evaluations or small production implementations. Most DocAuthority customers opt for an on premise deployment which facilitates co-location of DocAuthority infrastructure with your business data.

However, DocAuthority has a flexible deployment model and cloud or hybrid deployments are supported too. Using technology, DocAuthority automates the discovery, ingestion and cataloguing of files and documents which enables:

- **Automatic** grouping of documents into categories containing thousands of documents which can be managed as a single entity

- **Effective and efficient identification** of personal data

- **Remediation of documents** which are beyond their retention period.

The difficult made easy

The DocAuthority platform is designed to be used by non-experts. It's a tool which can be used by anyone in your business.

DocAuthority will automatically create groupings of documents by type. Whether it is performance reviews, application forms, pre-employment drug screening or anything else. So long as the documents share a common format, DocAuthority will find and group them so you don't have to. This automation will save you vast amounts of effort while increasing the rigor and integrity of any document retention activity.

DocAuthority makes it easy to tie everything back to a business process. Consequently, engagement with stakeholders and crucially, the business units who are processing and publishing regulated data is easy. And because DocAuthority is a tool for non-experts, you're not just giving them a problem to fix, you're giving them the tools they need to fix it.

Key Benefits & Value

Why should you focus on retention management activities?

From a regulatory enforcement perspective, having adequate controls for ensuring you only keep the personal data that you need and have a legal basis to retain is paramount. GDPR, POPIA, CCPA as well as other privacy regulations all require that businesses processing personal data take steps to ensure that the minimum data required is kept for the shortest practical period.

Early regulatory enforcement[1] has shown that regulators can and will issue significant penalties to businesses which are found not to comply with the regulatory requirements which relate to the retention of personal data.

[1] https://blogs.dlapiper.com/privacymatters/germany-berlin-data-protection-authority-imposes-eur-14-5-million-fine-for-data-cemetery/

Business Benefits

An initiative to manage the retention of personal data in your unstructured files and documents using DocAuthority has significant benefits. You'll reduce the volume of data you hold (often signficantly). You will also reduce the risk of personal data being accessed by unauthorised individuals either internally or externally. As a consequence there will be a reduction in the risk of regulatory enforcement.

Due to the unique way in which DocAuthority groups similar document automatically, you will be able to mobilize and implement retention management processes and controls quickly, more easily and with less overhead than you thought possible.

In turn, that's going to mean that you can do more with less and should lead to your compliance and audit costs decreasing too.

Try before you buy

Not quite sure how to take the first steps in your information governance journey? DocAuthority run end-to-end try before you buy engagements. We'll scan 500K of your files and write you an assessment report based on what you're trying to achieve.

To find out more, please visit our website.

 www.docauthority.com

Do more with DocAuthority

You can do a lot with DocAuthority and the more you do, the more benefits you realise and the stronger will be the case for any investment. If you want to look at managing overall information risk or perhaps reducing your rapidly increasing storage costs, then DocAuthority can help. If simply finding the files and documents you need is starting to be a costly drain on valuable business resources, DocAuthority can ensure that finding what you're looking for is quick and easy. Data classification, privacy, divestments? Or a migration to Office365? If you want to find out about reducing cost and risk while at the same time achieving your objectives more quickly, then get in touch for a no hassle demo.

About Us

Organizations protect the sensitive documents they are aware of, but out-of-sight documents are left untrotected.

DocAuthority solves this by automatically discovering and accurately identifying unprotected sensitive documents, thus enabling a broad yet business friendly security policy.