9 HARDCOPY DOCUMENT SECURITY RISKS

DOCUMENT MANAGEMENT

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Hardcopy and digital documents exist in every office. Most with business relevant information you need to advance a business process, make a business decision or serve your customers better. The typical unorthodox blend of paper and digital documents can be difficult to manage and as a result, create security risks you need to be aware of.

In this guide you'll see nine common areas where your office documents could be creating risks for your organization. Of course each of these areas represent opportunities for you to be proactive and mitigate your risk of exposure. To highlight the need to rethink the way you create, share and store paper and digital documents, here are some statistics to consider.

"90%
of companies have had a security breach in the last year from people accessing hardcopy documents"

- The Digital Generation

"39%
of business processes still require paper documents"

- Ricoh

"80%
of business information still exists in a hardcopy format in most businesses"

- Coopers & Lybrand

At The Swenson Group, we specialize in providing Document Management Assessments and Services for small and medium size organizations. By managing documents better, organizations can make their knowledge workers more productive, reduce document related expenses and boost the security protection of sensitive information. In most cases, this is achieved by merging paper documents into digital workflows with today's multifunction systems and easy to use software that restricts user access, enhances version control and eliminates the risk of loss or damage associated with a hardcopy document. It's never been easier to make your information more secure yet so few organizations prioritize this area of concern until it's too late.

Here's a few questions to consider.

? What % of your organization's processes still require a hardcopy document or documents?

? Are you fully leveraging the power of scanning to create digital documents?

? Do you have internal or external people in your office that could pose a threat?

Whether people have wandering eyes at the printer or malicious intent to cause the company harm by sifting through a filing cabinet, the old adage "an ounce of prevention is worth a pound of cure" is very relevant to curbing the possibility of document risks in your office.

Here are the types of information that often pose the greatest threat;

- **Payroll Figures**
- **Company Financials**
- **Bank Statements**
- **Employee Records**
- **Customer Information**
- **Proprietary Data**

If these types of paper and digital documents exist in your office, here are the nine areas you might want to think about protecting.

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⚠️ #1 - Filing Cabinets

How do you prevent access to hardcopy files? Unattended or unlocked filing cabinets present obvious risks of unapproved access in most offices. Unless your organization has a secure storage area or adopted a digital document management system, chances are unauthorized people may gain access to confidential employee information, financial records and sensitive customer information.

⚠️ #2 - Recycling & Disposal Practices

How do you dispose of confidential hardcopy documents?
Private information that is not shredded or disposed of properly provides easy access for people with the wrong intentions.

⚠️ #3 - Unauthorized Computer Access

Do people in your office take information security seriously? Without proper access controls in place, unsecured computers can be a major access point for confidential information when a person is away from their desk, before or after hours.

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⚠ #4 - Office Printer Hard Drives

Did you know data is often stored on the hard drive of your desktop printers and MFPs? Today's printers have internal hard drives that retain confidential information and malicious people have developed software to extract the images of printed pages if the device lacks basic security protection. Also, before disposing any print device, it is highly recommended that you or your imaging partner remove all data from the hard drive to prevent access to previously printed files.

⚠ #5 - Printer Output Trays

Have you ever looked at someone else's printed pages? Delays in picking up print jobs leaves confidential information exposed in an unattended output tray available to anyone walking by. Newer technologies allow print jobs to wait to be released until the user arrives at the print device.
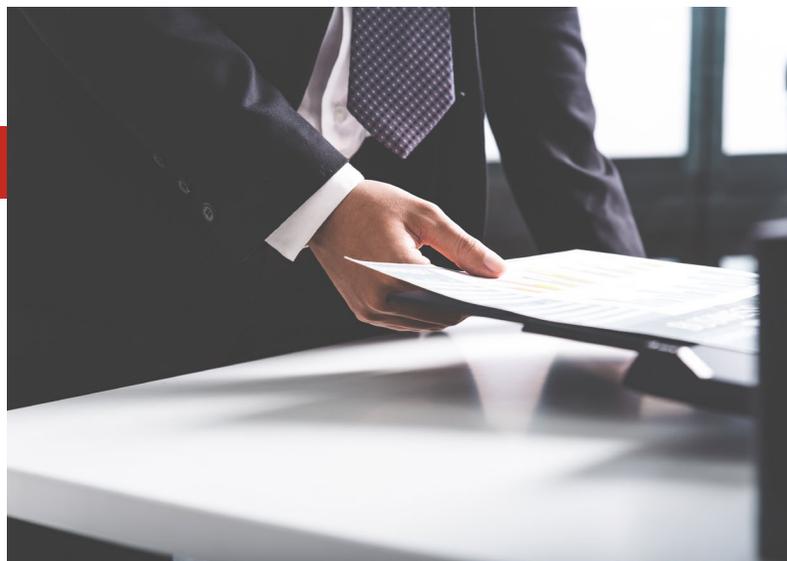
⚠ #6 - Unprotected MFPs

Did you know hackers can use MFPs to gain access to your network? Like any network enabled device, proper precautions should be taken to protect your office MFPs with the same protection you use to protect computers to avoid malware and accessibility by hackers.

⚠️ **#7 - Cloud Storage**

Are you confident storing documents in the cloud? Improper implementation of user restrictions for a public, private or shared cloud environment can expose confidential information to the wrong individuals. Just like an unattended filing cabinet, cloud storage requires proper user restrictions to prevent risk.

⚠️ **#8 - Mobile Printing**

Does your office provide mobile printing capabilities for onsite and remote workers? Providing people with the ability print from tablets and other mobile devices without proper security policies and encryption techniques can present yet another area of security vulnerability.

⚠️ **#9 - Wi-Fi Connectivity**

Is your Wi-Fi access secure? Poor password restrictions often create a point of vulnerability for malicious individuals to access an unsecure Wi-Fi network. Once these people gain access to your network, they may then be exposed to confidential data or damage existing files.

Now that you know where these nine common risks exist, perhaps now is the time to take action? If you'd like, we're open to helping you mitigate those document related risks with our experience and technology solutions designed to prevent wrongful exposure, improve productivity and reduce document related costs.

Thousands of organizations have selected The Swenson Group as their office technology partner and we're ready to help when you are.

Contact us today to learn more about our complimentary **Document Assessment Services**. A quick and easy way to identify potential risks and opportunities to improve!

Learn more: **www.theswensongroup.com**

The Swenson Group is an award winning, privately owned Managed Service Provider that provides IT services, document management and office equipment at a low predictable monthly expense.

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