

Compliant eMail Archiving

Overview

The challenges of Electronic Communication

Next Generation Information Management

Governance, Risk and Compliance as a Service



eMail in the context of Risk Management

21% of all court cases eMail is used as evidence

13% of company's are engaged with court cases attributable to content in employee eMail

65% of all companies have no eMail (retention) policy.

94% of all companies fail to archive Instant Messages

46% of all companies have no policies around electronic communication nor education on these.

50% of all users either send or receive electronic communication with high risk content in the form of file attachments, jokes, rumours, confidential information or porn.

GOVERNANCE IT in association with **GRC Controllers** is a company specialising in the comprehensive delivery of a compliant eCommunications archiving service offering.

Based on the ISO 27001 standard our mission is to take the pain-out of compliance, by offering a comprehensive range of automated and documented best-in-breed processes.

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Information Management & Business Controls for eMail

The Governance IT solution is an on-demand eMail archiving service, that addresses 3 key challenges:

- **Secure eMail archiving,**
- **eMail Information management and eDiscovery**
- **Governance, Risk and Compliance.**

The easiest way to implement a Compliant eMail Archive

Easy-to-Enforce Retention Policies

Our policy engine allows you to create, maintain and—most importantly—enforce a clear corporate retention policy for eMail. A basic policy template is provided to get you started—from there, you can customize the solution to enforce even the most granular policies. All administration is performed from an easy-to-use, browser-based interface, allowing your compliance or legal staff to manage the process without the help of IT.

Enforcement of the policy is automatic—a single click from the user interface is all that's needed to make the policy active. Every policy change is tracked in an unalterable audit trail, ensuring an accurate record of your organization's policy changes.

Advanced Searches for Easy Legal Discovery

Our eMail Archiving provides advanced search features that meet even the most stringent legal discovery and review requirements. Using a web-based interface, your legal or IT team can easily conduct a full-text search across the message header, message body and contents of more than 250 types of attachments. Search results can be saved in folders where duplicate messages are automatically removed. From there, you can print the results, retrieve them to your own mailbox or export.

Supervision for Regulatory Compliance

Our eMail Archiving makes it easy to meet even the most stringent regulatory compliance demands by archiving all eMail according to for example SEC-compliant eMail storage policies. Easy access to search and real-time eMail retrieval makes the compliance audit process painless. Supervision review features in our solution allow staff to systematically review eMail sent by employees. Messages that are selected for review—either as potential policy violations or through a random sampling process—are placed in a queue for review by authorized users.

Insight through Detailed, Easy-to-Access Reports

Our eMail Archiving service provides numerous reports to help you properly assess eMail patterns and behaviour. Authorized users can get immediate access to detailed reports that on a wide variety of subjects including: storage growth and eMail usage over time; the amount of eMail storage usage by user groups and individuals; the amount of eMail sent internally versus externally; supervision reports; and risk assessment reports indicating policy adherence.

Tight Integration with Exchange

The eMail Archiving appliance provides tight integration with your existing messaging infrastructure. Taking advantage of Microsoft Exchange journaling, the appliance logs into Exchange and retrieves a copy of every eMail at configurable time intervals before clearing those messages from the journaling mailbox. Unlike other managed solutions, the our appliance pulls messages from the journaling mailbox, so no eMail will never be lost, even if the appliance or your network goes down.

The appliance also allows Archiving to leverage data from Active Directory (AD). The result is greatly simplified management because any changes made within AD are automatically reflected in the archive. Our Solution eMail Archiving does not impact your Active Directory settings and does not require schema changes.

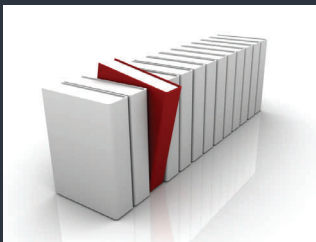
On-Demand Access to Real-time Search

Our Solution is the only one that offers a search performance guarantee, ensuring reliable access to archived data. Unlike in-house solutions that can experience serious search degradation and require ongoing hardware upgrades as the archive grows, our service provides access to hundreds of servers, on demand.

Since the cost of search performance is shared between customers, access to real-time search remains cost-effective regardless of how large the archive grows or how often searches are required. This high level of search performance is achieved using a distributed, grid storage architecture with parallel search technology similar to that used by major search engines.



ISO27001 Information Security Management System as a Service



Automated Governance, Risk and Compliance

It is no secret that Compliance is difficult. The challenge for IT is to support the needs of a business and organisation constantly changing.

However, because we deliver Governance, Risk and Compliance as a service, we are also able to deliver the policies, processes and the control-points based on industry best-in-breed standards.

This leaves you time to do what you want to do— which is to run your business.

The primary goal of ISO 27001 within a corporate governance context is, via asset identification, valuation, business impact assessment and risk assessment to develop an intimate knowledge of the business.

Nowhere is this more relevant than in the highly uncontrolled and volatile area of Electronic communication!

ISO 27001 is far broader than just IT: it encompasses an entire business function and its' supporting back office processes. It spans and affects every part of the organization (and those of trusted third parties) and can add to or subtract from an organization's bottom line.

It can improve the way an entire department is operated, provide reassurance to senior managers, internal customers and external clients; put simply, it provides the assurance to stakeholders or shareholders that controls mandated under an organization's contractual, legislative and regulatory requirements are met.

ISO 27001 is the new international version of BS 7799, the British Standard 'benchmark' for Information Security Management. It requires an organization to establish a risk management framework that can enable an organization to manage, review and improve the overall health of information security and risk under one management system or "information security management system" (ISMS).

The Governance IT service does exactly that!

Whatever your business requirement to demonstrate and manage information security and corporate governance, it all originates from one simple principle - good and effective risk management. Together, ISO 27001 and its supporting standards offer a mechanism to identify and manage information and business risks. In other words, ISO 27001 can help an organization achieve its corporate governance objectives and obligations

What do you need in an archiving system?

- No requirement for user involvement.
- Indexing of all content.
- End-user access to the archive.
- Protection of archived data from tampering.
- Flexible storage media options.
- Enforcement of corporate data retention policies.
- Archiving only required eMail.

Complimentary Risk Assessment and Free Trial

Call and we will map your current Organisation, IT and Compliance requirements in respect to your Company's Electronic Communication.

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- Policy templates ensure eMail compliance with regulations and acceptable use policies.
- Automatically block violating eMails, route messages to a reviewer, classifying the eMail, or warning users.
- Logging and auditing tools to ensure companies are prepared for spoliation or accountability issues.

eMail policy Management



- IT Administrators can lift user storage quotas and keep their Exchange server streamlined with only a smaller subset of "active" data.
- Automatically apply legal and best-practices retention periods.
- Users can view archived mail directly within Outlook.

Flexible storage management



- Strategic and factual tool to determine whether the company is complying with the formulated security policy.
- Choice of best practices policies and procedures giving your company the lead in Governance, Risk and Compliance

Policy Enforcement Management



- Integrated in to the GOVIT solution is an on-line web-education which ensures that the pre-defined GOVIT Acceptable Usage Policy.
- Automatically ensure employees and contractors are educated and aware of their responsibilities.

Education



- Auditors, legal teams, human resources, and executives can directly access the company's information archive in seconds.
- Realize an immediate return on investment by helping your entire company to find "lost" of emails, documents, or communications .
- Boost company productivity.

A searchable archive of company data



- Tag and organize millions of emails instantly. Management tools to create collections of emails, and easily mark them as responsive, privileged, or reviewed.
- Reviewers can improve productivity by classifying eMails using an intuitive and streamlined interface.

Information Management and eDiscovery

