

# Solutions for GDPR Compliance

Kofax Capture and Workflow  
Management Solutions for  
Global Requirements



## **GAIN BETTER CONTROL OF PERSONAL DATA WITH KOFAX DOCUMENT SOLUTIONS**

With the introduction of Global Data Protection Regulation (GDPR), the European Union (EU) has taken aggressive steps to protect personal data. And not just personal data within the EU — GDPR compliance also applies as governance for processing personal data that crosses borders, such as with European customers doing business with U.S. companies.

Kofax Document Imaging solutions help any organization meet GDPR requirements for the secure capture, processing, management and storage of personal data. Our document capture and workflow applications ensure the secure handling of personal data throughout your organization's business processes, from network email to print management and workflow scanning. We can help you automate the identification and encryption of personal data, creating a secure environment that meets the strict requirements of GDPR.



## **HOW KOFAX PROTECTS PERSONAL DATA**

Business documents represent a significant security risk when it comes to personal data. More than 60 percent of customer information is stored in business documents, which means they likely contain personal data protected by GDPR. This includes documents that are typically stored in cabinets, personal files, shared folders and document management systems.

Kofax helps alleviate security gaps by providing protection across many of the areas where GDPR compliance is exposed, including multi-function devices, personal device storage and shared folders. It helps organizations achieve their critical goals for data protection, including:

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## PRODUCT SUMMARY

- Preventing data breaches and reputation damage
- Protecting valuable business data in all business processes
- Meeting GDPR requirements for storing, retrieving, and deleting personal data
- Stopping unauthorized access and use of personal data



### MULTI-FUNCTION PRINTER SECURITY

Multi-function printers (MFPs) represent a significant risk to personal data in many organizations and a potential liability when it comes to GDPR compliance. Because most MFPs are connected to the internet, they offer anonymous “off ramps” to the outside world that require protection. Without proper monitoring, MFPs also increase the number of instances where employee users can potentially mishandle personal data and be in breach of GDPR.

Kofax solutions enable organizations to restrict access to these devices and control what users can or can't do at each device, including tracking of each user's activities. Our solutions provide easy access to a compliant audit trail for monitoring all input and output from devices. Kofax solutions also employ data encryption to secure documents throughout business processes and workflow to ensure personal data is protected every step of the way.

#### Content screening

Sometimes the greatest exposure to GDPR non-compliance is offline when content is being shared between employees and partners. Kofax solutions support your efforts by screening documents sent via email, printer and copier to ensure no personal data is left exposed.

Documents are screened to validate the sender and recipient, search content for keywords, phrases and patterns as well as attributes or barcodes. Documents deemed at risk are quarantined in real time for immediate protection, with notifications to the sender, supervisor and security to ensure any violations or exposures are addressed immediately.

#### Personal information redaction

Kofax solutions also support GDPR compliance by automating personal information redaction. Documents sent via email, printer and copier are closely monitored for personal data. When identified, personal data is automatically redacted to ensure the security of the document and the safety of the customer's information. Redacted content is stored and logged for further monitoring, and then sent to the appropriate parties in a secure encrypted workflow.

### HOW THE GDPR DEFINES ACCOUNTABILITY

- Documents contain personally identifiable information
- Personal data is a valuable business asset
- Businesses need to be accountable for the storage, usage and protection of this data

### KOFAX PROVIDES CONTROL AND ACCOUNTABILITY OF PERSONAL DATA

- Control who captured, copied and printed documents containing personal data
- Monitor and secure the information exchange of personal information assets
- Control and protect the personal information contained and visible in documents
- Store, archive, retrieve and delete personal data as required by GDPR compliance
- Alert the unauthorized use or potential breaches of personal information assets

#### Support for your entire workflow

We know how critical data is to your organization and that it is used throughout your systems and processes. That's why Kofax solutions are designed to integrate seamlessly wherever and whenever protection is needed, from line of business applications to groupware and collaboration systems, file, fax and email services, and office and production printers. Kofax solutions even extend to personal devices to support mobile workforces. Kofax can effectively deliver on the need to store, archive, retrieve and delete personal data in a secure and effective manner. Because Kofax solutions provide the industry's most accurate document capture and a thorough audit trail of document workflow, we can help you ensure the individual's rights to know what personal information is being stored about them and where that information needs to be purged should the individual request it.

From secure capture and printing to routing and storing documents, you can count on Kofax Document Imaging solutions to provide the backbone needed to protect personal data in a GDPR-compliant environment. We offer complete protection and the audit trail to match.

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To discover more about Kofax GDRPR Solutions, please call 1-877-396-3156 or visit [www.kofax.com](http://www.kofax.com).

*Work Like Tomorrow.™*

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