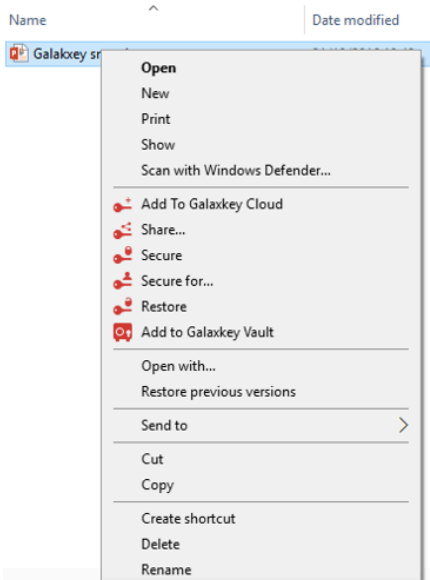**Fact Sheet –Secure File Storage and Sharing**

Organizations commonly store, send and share files to work quickly and more productively. Files are stored and shared in many ways – on our systems, network drives, through FTP, cloud and USB sticks. These files carry sensitive data such as audit findings, evidences, project status etc. As a leading advisory service provider in the region, we are responsible to protect these at all stages at rest, in transit, and while sharing.

We are pleased to introduce a solution from Galaxkey that enables you to secure your files. Galaxkey is a leading solution provider serving governments and enterprises globally, with its' strong encryption and security controls.

This solution has been implemented to provide you a simple and secure way to safeguard your files. We urge you to use the solution and feel safe while storing or sharing files!

Features and functionality	
	Secure Encrypt the file in one click – no one except you can read the contents. **Restore** Decrypt the file in one click. **Secure for** Encrypt the file to be accessed only by people you authorise - inside or outside your organisation. No one else can read the contents. **Add to Galaxkey Vault** Galaxkey Vault is a tool that enables you to define a folder for automatic encrypted storage. Once configured, any file that is copied or moved into the folder will be automatically encrypted. Letting you work collaboratively but most importantly, securely. **Add to Galaxkey Cloud** Encrypt and save the file on a secure cloud storage provided to you by Galaxkey **Share** Galaxkey Share lets you share a file through the secure Galaxkey cloud, with one or even multiple users. The file is

	automatically encrypted at the source and then shared. The file is only accessible by the recipient you decide.
galaxkey®	• You don't need to remember any additional password – the file security features are accessible by simply using your Active Directory password • Communicate freely with external users and Galaxkey will take care of seamlessly securing your email communication • Share any file format or file size – enjoy the freedom

Do's and Don'ts
Do's • Use the solution to store your every sensitive file in an encrypted fashion • Use Galaxkey Vault to simplify the experience even further – just copy or move the file in the defined Vault folder and the file is secured • Use the Galaxkey secure cloud storage if you want to access the file securely outside the organization's network over the cloud • Use the Galaxkey secure Share option if you want to share the file securely outside the organization's network over the cloud • If you want to share a sensitive file with anyone on USB stick, just secure for the intended recipient and then copy on the USB to share **Don'ts** • Do not share your Active Directory password with anyone