



# Document security, regulation, compliance and audit trails

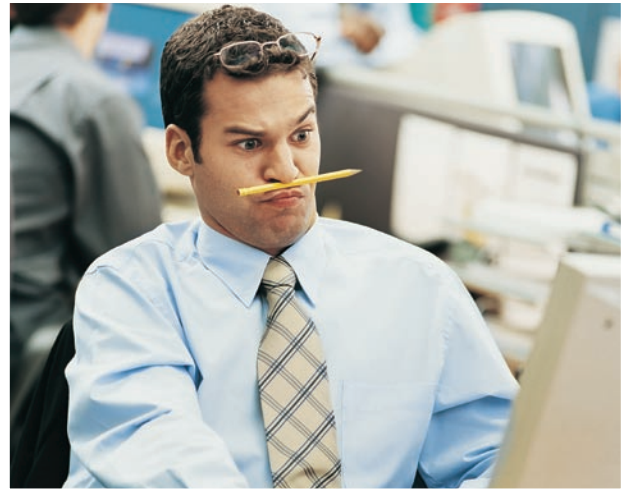
## The problem:

Increasingly businesses and organisations from all sectors and sizes are facing up to the increasing pressure from regulatory bodies, industry compliance and changes within the law that governs how we treat our customers, suppliers, contractors and staff. We work and live in an increasingly litigious society with ever-increasing red tape and trip wires. There are also penalties and fines – some unlimited – for not getting our documents and the case for our defence sorted! The changes in these laws, and increased regulatory compliance, affects every company and organisation at different levels. For example, we are all affected by constant changes and amendments in human resources law, the Data Protection Act and our dear friend The Chancellor of the Exchequer and his various colleagues. This is not just an issue for government offices (losing CDs), the big corporates (losing important accounting information, losing laptops, client information and leaving highly sensitive financial trading data on printers, to give a few examples without naming names). No, this equally affects local government, health and education and every shape and size of business in the UK today. Security of documents, whether hard copy or electronic, is becoming more and more of an issue to business, bodies and organisations with regards to access, documents retrieval, knowing the full history of the document, the version and who changed it and what changes have been made. All of these issues can and do contribute to the issue of compliance. Sarbanes Oxley, the Data Protection Act, BASLE II, industry-specific compliance, FSA, human resources, health and safety and the Freedom of Information Act are all adding pressure to coming up with a consolidated, durable and future-proof answer.

Lets face it, whatever is driving your need to get your documents and information sorted appropriately for the challenge, it is an absolute necessity to get it sorted now and is probably an acute pain in the Rs.

## Impact and cost:

The cost of failure to comply, or provide the information in the required format, manner, time and with the appropriate audit trails, can be devastating, especially to the majority of the UK's business represented by the small-to-medium enterprise sector. Penalties can range from fines and business closure, even imprisonment, as well as the obvious time lost and distraction to daily business.



## The answer:

It could be a great deal simpler, more cost effective and reassuring than it probably is, that is for sure! Canotec has assembled an impressive 1-2-3 of software and scanning and document capture solutions that are resilient, fast, effective and cost-efficient. Through our consultative approach, Canotec can bring this knowledge and proven technology to customers new and existing alike. Return on investment, peace of mind and a proven path all await you.

## The benefit:

Customers who have recently benefited from these compliance, efficiency and security solutions include Sigma-Aldrich (chemicals), ITW Finishing Systems (manufacturing) and Sherborne and Twynham Schools (education). The benefits these organisations have received range from the reclaiming of office space and precious working hours (a 100% driver to all of them) to Sarbanes Oxley-compliance with scanning services (Sigma-Aldrich), knowledge sharing and information distribution scanning directly into Microsoft SharePoint for student school work and student records (Twynham School), streamlining invoice processing and approval through Navision with remote e-approval and a full audit trail to boot (ITW) and, finally, Sherborne School, which is addressing security for students, not just documents, by combining the existing door access systems with their printers so that the one system controls the release and access of documents, not just the access to certain buildings!

Consistent with all is the huge release in time, money and effort. The hassle has been taken out of their processes and their businesses or organisations are more efficient, effective, complaint and healthier for it.