



RIPCORD

www.ripcord.com

Ripcord Canopy Security & Compliance

Maintain Compliance, Control Access and Improve Security of Your
Most Important Data

Secure and control how your business manages their records with Ripcord's RMS

Your records have a treasure trove of organizational knowledge that you could use for strategic business decisions. But they also contain highly sensitive data like personally identifiable information (PII) and trade secrets. The recent security breaches at the IRS, Anthem, and Premera underscore the importance of records security.

Traditional online document storage solutions are great if your primary use case is collaboration, editing and sharing. But if you're working with sensitive records like HR files, legal case files, medical records, then traditional document storage solutions simply don't pass muster. You have an ever-increasing amount of data to store and traditional cloudstorage solutions don't offer the features you need for proper records management. Here's why:

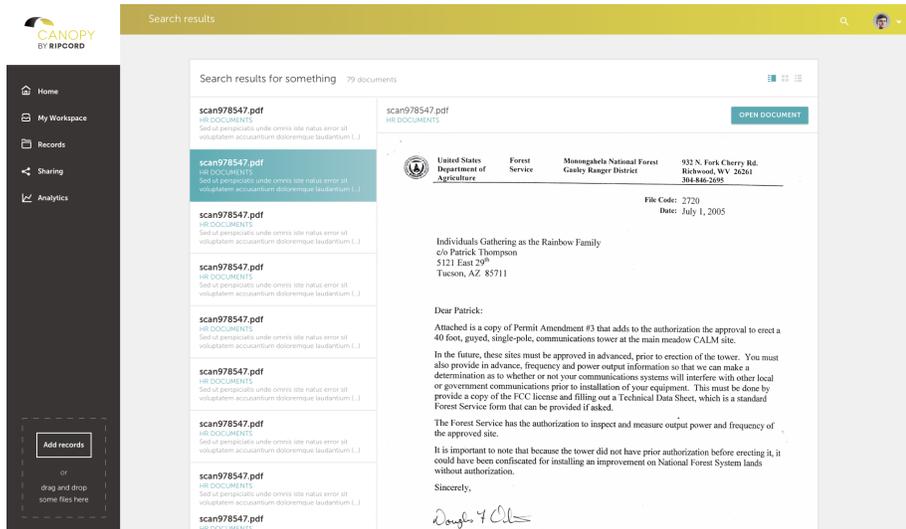
- They often lack the requisite compliance features that enterprises require with their most sensitive data.
- They didn't build their search functionality for records. A document that has been scanned can be anywhere from 200-500 times the size of that very same document, in "digital-first" form. This presents a very real usability problem for customers who want to search through their millions of scanned records and extract meaning from them. What's the point of a digital records solution if it takes just as long to pull a record from an online system as it does a warehouse shelf?
- While traditional document storage solutions mark off basic security check-boxes like encryption at rest and in transit, SSO integration, and data redundancy, they don't provide security features that true records management requires. Your records contain your organization's most sensitive data. So you need a solution that goes above and beyond with security – you need a solution that treats security like a core feature not like a series of check-box items.

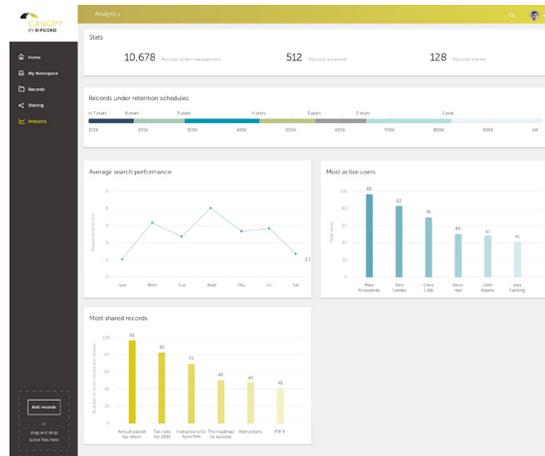
Ripcord RMS is different from traditional document storage solutions in its focus on three key areas – (1) advanced search and analytics, (2) "smart" compliance and (3) security & incident management.

Advanced Search and Analytics

ADVANCED SEARCH

Save time hunting down specialized and obscure records. A standard search system has difficulty handling millions of documents, so Ripcord RMS developed a cutting-edge search system to handle your load. Ripcord RMS utilizes optical-character recognition to extract characters on each page. Meta-data from Ripcord's digitization and scanning process helps you search through records. You can also add custom tags to your digitized paper records. Between the OCR'd text, the meta-data we collect at 'scan,' and your custom tags, each record is assigned at least 10 "attributes" that aid in fast and accurate searches. Ripcord RMS is smart. It learns how to group records over time by gathering data on end-user interaction and looking at the relationships between records, creating a "records graph". The "records graph" aids not only in search accuracy, but also in auto-classification. The system will know if records are stored in the wrong boxes or have the incorrect policies attached to them.





ANALYTICS

Understanding how your end users interact with your records provides useful insights for your organization. Because each record is embedded in a browser-based viewer, Ripcord's RMS empowers administrators with a holistic view of how people interact with their records. Here are just some of the statistics that admins receive on user behavior:

- How many records users have access to,
- Types of records users are interacting with the most
- The IP addresses of people accessing the records,
- The most popular records (most opens, shared, and engaged/commented on)

ANALYTICS BENEFITS

- Freedom to visualize your records data any way you like
- Access analytics dashboard on the go with mobile and tablet-friendly sites
- Connections to popular enterprise business intelligence tools for streamlined reporting shared, and engaged/commented on)

End-to-End Records Security

Data privacy and security are major concerns for companies, especially when you're dealing with major costs anytime a data leak occurs. Ripcord RMS provides an extensive range of records-security features designed to protect sensitive information and notify you when the system detects security anomalies.

SMART SECURITY

Ripcord's RMS covers all the security features you'd expect. You have a 256-bit advanced encryption at rest and in transit, record and box password protection, single signon integration, data reliability and resiliency through multiple AWS availability zones. Additionally, you get role-based access controls with single sign-on (SSO) integration. But where Ripcord really shines in it's advanced security features such as:

TRIGGER-BASED ACTIONS AND NOTIFICATIONS

You need to respond quickly to potential security breaches to maintain compliance. Set up triggers so that you know if unauthorized users view your records. Ripcord RMS supports text and email notifications, which multiple people can receive. Self-migrate actions automate records security by moving records to a different secure location if a specific event occurs. The auto-track and notify feature keeps an eye on specific records for your peace of mind.

SECURITY MANAGEMENT TOOL-SET

Ripcord's RMS makes it easy to define security rules. With SSO integration, you get straightforward access control so that you set exactly who can access records. You can also prevent or allow users to redact and add record comments, manage record sharing and downloading and establish your own unique security rules.

SECURITY DASHBOARD

You get excellent security posture visibility with Ripcord RMS. Watch how many people share records internally and externally to track violations and possible breaches. A map view lets you view the geographic locations of people accessing your records. And you have the ability to customize the dashboard to exactly how you want it.

Robust Compliance and Records Management

You have specific needs for compliance and records management that standard data-storage solutions simply don't deliver. The Ripcord RMS advanced work-flow and customization has compliance-automation tools to give you a complete records-management system to satisfy multiple regulations.

POLICY-BASED RETENTION SCHEDULING

You have the flexibility to set retention policies at the box and record level. You can select policies from Ripcord's pre-defined collection of the most common regulations or customdefine your own policies. With Ripcord RMS' support for single sign-on, permissioning is a breeze. This means that you can easily restrict files containing personally identifiable data to authorized personnel only.

CUSTOMIZED APPROVAL WORK-FLOWS

Approval work-flows aren't one-size-fits-all. Therefore, the Ripcord RMS makes easily definable, customized work-flows with a user-friendly wizard to help you create processes for approving changes, modifications and deletions to records.

AUTOMATE

Build automated compliance work-flows, tests and remediation policies to save time and ensure compliance.

CHECK

Scan your entire records environment at frequencies of your choosing to routinely check for compliance risks.

REPORT

Easily generate reports that detail your records management policies and access controls helping you to rapidly respond to audit requests.

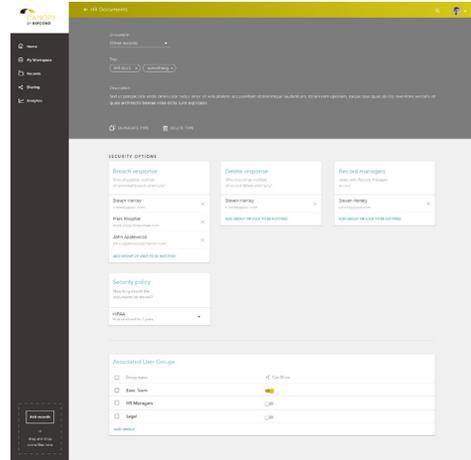
VAULT LOCK

Your company may have information that should never change. Ripcord's vault-lock feature prevents any record changes or deletion. You simply set the lock by checking a box when applying a retention policy to records.

AUTOMATIC COMPLIANCE CHECKS

With millions of records, manually checking for compliance can seem like an impossible task. Ripcord RMS automates the compliance-check process by running a remote-system check against your predefined compliance requirements to make sure everything matches up. During "on-boarding," you set up your compliance rules and set testing frequency, with a default to 1 systems check a day. If the system check finds a problem, you receive a notification and a suggestion on the appropriate compliance rules and profiles to attach to the document. The more you use the system, the more the AI kicks in: within a few months, the system's AI will help you automatically sort records into the appropriate organizational group or identify the right retention policy to uncategorized records.

Ripcord's underlying infrastructure is HIPAA, PCI-DSS, and SSAE 16 compliant.



COMPLIANCE BENEFITS

- Automate traditionally manual compliance tasks like permissioning, retention scheduling, and reporting
- Routine 'compliance checks' scan your entire records environment looking for compliance risks and issues
- Easily build reports for auditors at the push of a button



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Compliance	Security	Access
Policy-based retention scheduling	Encryption at rest & transit	Keyword, boolean or filtered search
Customized approval work-flows	Audit logs	Auto-grouping of records
Vault Lock	SSO integration	Connections to enterprise apps
Automatic system checks	Easily define security rules	Batch share records
Pre-built compliance profiles	Role-based access controls	
Infrastructure is HIPAA, PCI-DSS, SSAE-16 compliant	Multi-zone reliability for HA/DR	

ABOUT RIPCORD

Ripcord uses sophisticated automation and software to provide customers with a secure, fast and all-inclusive digitization solution at low, predictable prices. Ripcord's mission is to help customers free their trapped data. Ripcord now has over 1 billion records under management from Fortune 100 companies and global institutions.