



COMPLEO.

THE PAPERLESS OFFICE

The document manager's guide to secure cloud storage
and document compliance.

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There are many advantages in changing to a paperless office.

Converting documents to a digital format can save money, boost productivity and have a positive effect on overall efficiency because it makes the saving and sharing of information easier. It can result in the saving of space, an enhancement of security and is more environmentally friendly.

The development of technology has made the transition to paperless offices more convenient than ever, but there are a few issues that should be kept in mind when you consider digitising your operations. Make sure that you keep aspects like compliance, security and efficiency in mind.

DOCUMENT COMPLIANCE AND POPI

Going paperless in an office is impossible because many documents, contracts and forms must be printed out. Compliance is a vital part of running a business and it is important that your business meets its legal obligations or face serious consequences. Document management is also subject to compliance requirements.

Follow the links below for the primary laws that dictate how businesses should manage their documents, irrespective of industry.

Again, not complying to POPI can result in large fines.

- [Companies Act No. 61 of 1973](#) – Regulations for the Retention and Preservation of Records (R2592 of 25 November 1983).
- [Stamp Duties Act No. 77 of 1968](#), Section 23(6).
- [Income Tax Act No. 58 of 1962](#), Sections 75(1) and (2).
- [Close Corporations Act No. 69 of 1984](#), Regulations.
- [Insolvency Act No. 24 of 1936](#), Section 155 and Section 134(1).
- [Value Added Tax Act No. 89 of 1991](#), Section 55(1).

- **Financial Intelligence Centre Act No. 38 of 2001**, Section 22.
- **Protection of Personal Information Act No. 4 of 2013**, Section 14(1).
- **Promotion of Access to Information Act No. 2 of 2000**.

The banking, industrial and health sectors have further legislation that outlines document management requirements for each specific industry. Among others, the above laws govern the duration of document storage and in what form they should be kept (hard or soft copy). A failure to comply with the requirements of the Financial Intelligence Centre Act No 38, for example, can result in fines of up to R10 million or 15 years' imprisonment.

Most businesses are inclined to digitise their documents, but as the above legislation indicates, not all documents should be. But once documents have been digitised, it also matters how they are stored, transferred and archived. This is where a

document management system comes in. This system is a combination of software programs used to control the creation, transfer and archiving of electronic documents and images captured from paper-based documents through scanning. Document management systems can be adjusted to match the requirements of any business and processes that are critical for compliance can be built into them.

Document management systems are designed to integrate with several platforms and operating systems, including Xerox's ConnectKey. The level of automation that ConnectKey enables makes it easier to control the traffic of electronic documents and customise workflows.

SECURE YOUR PRINTER

Unfortunately, there is now a greater need to protect businesses from malicious threats and your printer is a potentially unprotected entry point. But with advanced content management and risk management, you can ensure that your information remains safe.

It's important to keep your business secure by implementing strict information security policies and installing threat protection measures such as a firewall and network monitoring and possibly also advanced threat detection for an extra layer of protection on your server. Every business has the responsibility to schedule regular system and software updates to maintain protection. As internet security firm **Norton** puts it: "Developing new

technologies and response strategies is only half the solution. The latest technologies and information have to make their way from the development lab to your desktop. That's where program updates and the Internet come into play."

A business's office printer alone can host several security threats that are being consistently underestimated. When the next attack hits, will your business be counted among the casualties because of the following document security inefficiencies?

Multifunction printers (MFPs) address each one of these inefficiencies:

- ✓ Documents lying in printer trays.
- ✓ Sensitive data being sent to the printer.
- ✓ Sensitive data stored on MFP hard drives.
- ✓ Scanning to unauthorised, personal cloud apps.
- ✓ Unsecured filing cabinets.
- ✓ Unmonitored access to printers.
- ✓ Unrestricted access to scanned documents.

PRINT OUTPUT MANAGEMENT

Businesses often have access to sensitive information that goes through their printers such as receipts, bills and forms.

Nuance Output Manager makes printing more reliable and secure. Among others, it:

- ✓ Ensures documents are printed when and where they should be.
- ✓ Makes certain that only authorised employees can print/access printed information, ensuring that businesses maintain security policies and compliance regulations.
- ✓ Identifies output issues proactively, sending alerts for errors such as paper jams and network issues.

- ✓ Gives information on what is being spent on printing.
- ✓ Can print documents using a smartphone or tablet or added to your secure print queue to be printed later.
- ✓ Routes critical documents printouts to a backup if there is a failure.
- ✓ Ensures that sensitive information is monitored and audited so that it can't fall into the wrong hands.

Find out more about [Nuance Output Manager here](#).

THE SECURE, EFFICIENT WAY TO GO PAPERLESS

ConnectKey has built-in scanning capabilities that will help offices eliminate the unnecessary printing of paper. You can scan to cloud and use platforms like Dropbox, Google Drive, Office 365 and email.

Using the cloud makes it easy to organise documents and pictures with user-friendly interfaces. When you scan documents to a PDF format, they can be found quickly and easily. This efficiency is useful in any office, especially when dealing with customer enquiries and audits. Scanning materials also allow users to easily edit them. ConnectKey helps you to keep all your documents, especially the confidential ones, secure through security measures like password-protected access. This

technology also offers mobile scanning abilities. Mobile Link, a Xerox mobile application, allows users to scan, print or fax from any mobile device connected to a Xerox MFP. Users can capture documents using their devices and send them from wherever they are.

When it comes to your business documents, ConnectKey does all the work for you. The operating system on which Xerox MFPs are built optimises document management by making it fluid and seamless. What's more, ConnectKey is cloud-connected and mobile-ready. This technology makes document compliance and POPI easy, and enables advanced content and risk management through print output management.

Get in touch with us today with any questions and enquiries you may have.

Your business' transformation starts now.

Get in touch

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