



Secure
all of your
confidential
information.

you can

Canon

Right now your computers are guarded by technology: firewalls, virus protection and even data encryption. And the valuable information you print, fax or send? It could easily be lost, damaged or stolen. It's time to secure the hard-earned information your business owns.

It's time the documents in your office were secured too.

You can't be everywhere

Paper-based information flows continually through your organisation: it's copied, printed, faxed, couriered, stored and passed on. While some of that document workflow may happily change hands, a great deal is never intended to be read, shared or copied by staff, suppliers, customers or worse still, competitors. Clearly you cannot monitor every person and every printing device – which is why your company needs appropriate document security.

It's not just a cost risk

There is one statistic that no business can afford to forget. Of the costs associated with a data breach, a very damaging 36% equates to lost business*. This is because a data breach can affect customer and employee confidentiality and lead to a loss of trust in your organisation by shareholders or customers.

At a time when many businesses are being urged or legally required to ensure the security and integrity of the information they hold, document security is no longer an option: it's a must.

Layered security works

Canon offers a comprehensive approach to document security to ensure that what shouldn't be seen, copied or shared never will be. It extends from scanning paper documents to managing digital documents and on through printing confidential information on paper. But technology itself can't guarantee 100% security. Companies must also consider their internal organisation and staff guidelines to ensure best possible security for confidential documents. For example:

- Control access to printers with a policy on who can print, scan and copy documents
- Classify documents to distinguish between internal, public and confidential documents
- Locate multifunctional printing devices in safe, protected and controlled areas

Canon has the knowledge and experience to help you implement a Document Security solution which covers all of these elements.

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OUR SECURITY HELPS YOU
IN THREE IMPORTANT AREAS:

Confidentiality


Ensuring business critical information, from invoices to strategic plans, and in physical or electronic formats, remains confidential.

Integrity

Information remains true to the original version thanks to the control of changes or deletions by prior authorisation. In many industries, ensuring the integrity of documents is a legal requirement.

Availability

As well as being secure, we ensure that the information our customers need is available where and when required, and in the right form.



Intellectual property, customer data, contract details, business strategies: there's no end to the information at risk. That's why Canon protects your documents throughout their lifecycle – from the point they're scanned and stored through to when they're printed and shared. It means the information that should stay within your hands, or within your office, does exactly that.

Keep sensitive data **secure** in and outside of your company.

Protecting integrity


Canon can help you create audit trails that show who did what and when (to meet legal requirements where necessary). All document activity on all of our devices can be monitored. We can also protect the integrity of digital documents by adding digital signatures to prevent unauthorised document alterations.

Ensuring confidentiality

Canon security ensures that documents are only printed when authorisation is received at the printer. Scanned documents can be encrypted to ensure that confidential information is kept confidential, even if a document is sent to a wrong destination by accident.

Whenever a document is scanned, copied or printed, data can also remain within the device. That's why Canon has solutions to permanently remove all data from the internal hard disk of the device – making it impossible to recover any sensitive data.

Finally, by configuring the protocols used to transfer information to or from an MFP device, Canon helps to ensure that information is not vulnerable to attack while in transit.



“Canon’s system is working very effectively here in Zurich. Based on this experience, we are implementing it across Switzerland.”

Peter Binz COO, PricewaterhouseCoopers

CASE STUDY: PRICEWATERHOUSECOOPERS



Problem

Since it handles company mergers, client confidentiality is paramount to PricewaterhouseCoopers in Switzerland and they recognised the need for tighter document control.

Solution

The company implemented Canon’s uniFLOW Output Manager ‘MyPrintAnywhere’ printing solution. uniFLOW OM now allows over 1200 employees in a hot-desk environment to retrieve printed documents securely from anywhere in their building or across multiple Swiss offices – simply by approaching the printing device with a radio frequency identification (RFID) badge.

Since printing, faxing, scanning and copying have been integrated in single Canon devices on multiple floors, they have improved their management of printing and achieved cost reductions. PricewaterhouseCoopers already had an RFID solution in place for building entry and car park security, and we were able to integrate all aspects of document security into each employee’s existing RFID badge.



Allow the right **access** to the right people.

Controlling access to your information needn't be restrictive or intrusive. But it must ensure the right people have one hundred percent access to your business critical digital documents when they need them.

Working in more ways

Inside your company Canon works to control and monitor the 'who', 'what' and 'where' of document workflow and so manage that process securely. When your company is secure inside, there's less risk that confidential information will find its way outside the company.

Providing availability

Business critical documents such as contracts in digital format must be 100% available when you need them. Canon can help you achieve this by implementing redundant data storage. Paper documents are converted into digital data and kept in a redundant system at two different locations. This gives your business higher security and eliminates the risk of paper contracts being destroyed by fire or water.



CASE STUDY: ADIDAS



Problem

For Adidas Group in Herzogenaurach, Germany, innovation in technology and design are key factors for success in a highly competitive market. So new product developments must be protected by strict data privacy and security. One potential risk is the unauthorised scanning of designs or confidential information.

Solution

Canon implemented secure scanning which required authentication and is only available to Adidas Group employees. Scans of confidential information are sent to a user's home directory only, preventing non-Adidas personnel from scanning and sending to an email address outside of the Group. In addition, solutions have been put in place to overwrite the device hard disk three times after scanning, to ensure that no confidential information remains on it.

“Together with Canon we standardised our print infrastructure on multifunctional devices and put a solution in place to secure confidential data. Whilst offering an easy to use scanning solution to all our employees we ensured that all data privacy requirements have been met.”

Annette Kraus, Manager Client Services,
Global IT Operations, Adidas Group, Germany

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information.

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