

Copenhagen Compliance Workshop



Agenda for Document Security workshop

The Document security workshop will be led by Mr. Jan Larsen of Scanarmor (www.scanarmor.dk) with useful IT references and openings from Netcompany and Microsoft

What are the risks our Documents can be exposed to?

- How do we overcome these risks?
- How to develop a policy for the IT equipment we are using in our enterprise and plan a security level for each individual equipment (PC, laptop, usb, tape, pda, iphone etc)
- Analyze the enterprise documents and make a classification structure for both internal and external documents
- Use life cycle management and audit utilities to keep track on your document.
- Identify those technical products that support the required security level.

The Workshop on Document Security begins with an introduction related to risk analysis and assessment issues and proceeds to important factors related to: the degree of security associated to the classification of general and confidential documents, level of protection, etc.

The workshop is designed and developed to give you a hands-on manual on how to review and solve the problems related to document security including the use of IT tools for the purpose.

The workshop then enlarges to issues such as security of perimeter, network and technology focusing on the security of the document management system as a whole. The security issues regarding in-house storage and transmitting the documents to outsourcing agencies and partners.

Document issues such as access rights and logs for auditing purposes will also be addressed to..

The Confederation of Danish Industries has written a guide on the subject, and forms the basis for the workshop can be found here: [http://di.dk/Virksomhed/IT/Informations-sikkerhed% 20og% 20Privacy/Dokumentsikring/Pages/Dokumentsikring.aspx](http://di.dk/Virksomhed/IT/Informations-sikkerhed%20og%20Privacy/Dokumentsikring/Pages/Dokumentsikring.aspx)

For participation enroll at one of the sessions at the conference website or send an e-mail
The workshop will last for approx. 2 hours.