

A QUICK GUIDE TO

GDPR-PROOF PRINTING

If you've heard about the new General Data Protection Regulation (GDPR) you might be wondering - what do the changes actually mean for me and my business?

The new law means you will be responsible for ensuring that your data is handled in a responsible way. This is important in print, where files held on servers and hardcopy documents are vulnerable to copying and tampering.

It sounds scary, but any problems can be avoided with the right procedures and some well-chosen technology. Here we show you how to implement print security to make your workplace GDPR compliant - leaving you free to keep calm and carry on.

GDPR – The Facts



Comes into effect 25 May 2018



New EU framework which will commence in the UK regardless of Brexit



IT teams will need to make sure valuable and sensitive information is used correctly and only accessed by authorised personnel



Data-handling requirements on businesses will change



Businesses will be required to maintain records of personal data and processing activities

Protecting print data in the workplace

A HR manager needs to print out details of a job offer made to a new candidate but wants to be sure no one else will see it. The user initiates a print request via desktop, laptop or a mobile device. Let's see how this can play out...

THE NETWORK

SCENARIO

Using free, downloadable "sniffer" tools, a hacker obtains the candidate's bank details by capturing print data as it moves across the network.



SOLUTION

Print security software protects print data "in motion" by encrypting it as it moves from the device to the print server and from the server to the printer.

THE PRINT QUEUE

SCENARIO

An unauthorised user accesses the print server and views documents queued for printers in the HR department, putting sensitive information about candidates at risk.



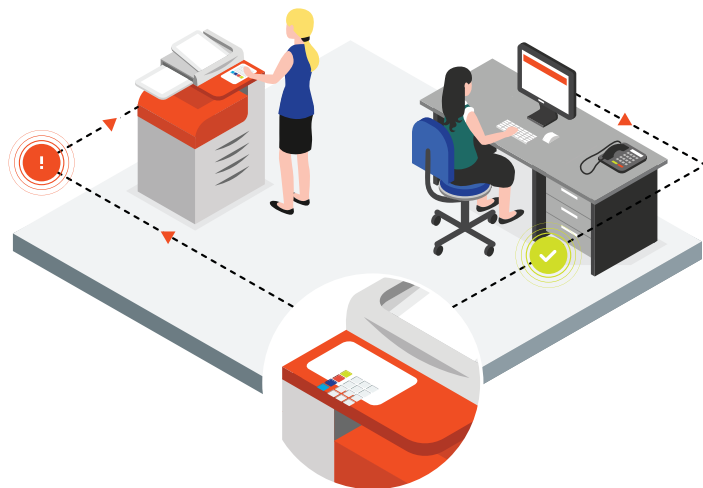
SOLUTION

Encrypt spool files (documents) on the print server and restrict access to a single, trusted 'super administrator'

THE PRINTER

SCENARIO

Someone picks up the job offer document of a new colleague by mistake – awkward!

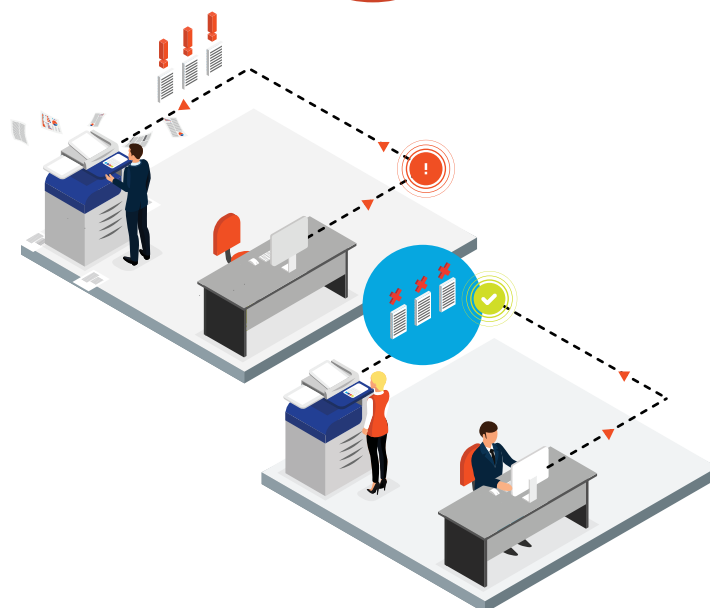


SOLUTION

'Pull printing' safeguards sensitive information during the printing process. Documents are held until users authenticate at the device and release them.

SCENARIO

The printer jams while the 'pull printing' job is in progress. Shortly after the jam is cleared, another colleague picks up the document by mistake.



SOLUTION

Print security software can be configured to ensure that remaining pages aren't automatically printed out later when a different user is at the printer.

THE DOCUMENT

SCENARIO

IT are testing a new version of an HR application used to create and process job offers. The team want to ensure employees do not mistake "dummy data" as valid information about actual job candidates and create potentially embarrassing situations for the company.



SOLUTION

Print security software can insert watermarks, timestamps and other security measures onto each page – helping ensure that the document is properly classified and handled by workers.

SCENARIO

Considering GDPR, the HR manager is concerned about safeguarding personal data and wants to raise awareness among employees to ensure that hardcopy documents are handled properly and kept under lock and key when not in use.

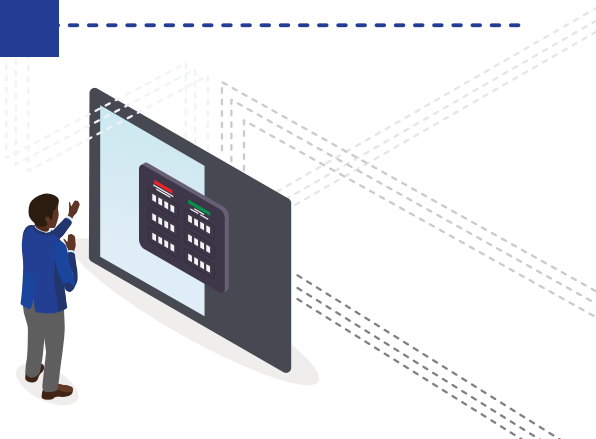


SOLUTION

A "PERSONAL AND CONFIDENTIAL" watermark applied across every page of the documents to classify their contents and visually remind the HR employees of the company's data safeguarding policy.

AUDITING

The auditing/ tracking features of print security software allow organisations to track print activity across the entire enterprise - keeping track of source, date/ time, destination, size, descriptive and special information.



CENTRALISED PRINTER MANAGEMENT SOFTWARE

Ultimately there isn't much we can do to stop people walking off with your sensitive documents - all you can do is take the correct measures to protect your data as it moves through the print process.

Centralised print management software helps keep your data and that of your clients and stakeholders safe and secure - helping your organisation towards GDPR compliance for when Spring rolls around.



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