

 **cleanDocs**
The smart way to send



Human error is the #1 source of data breaches worldwide

Despite new laws and regulations, data breaches and leaks that affect millions of people and compromise sensitive information continue to make headlines. Human error accounts for nearly a quarter of data breaches according to reporting over the last several years, which is hardly surprising when you consider over 124 billion business emails are sent every day globally.



Protecting the bottom line

An unintended data breach can have a negative financial impact on a business. Take the growing number of data protection and privacy laws: The General Data Protection Regulation (GDPR) in Europe, the Notifiable Data Breach (NDB) scheme in Australia, the Personal Information Protection and Electronic Documents Act (PIPEDA) in Canada and the California Consumer Privacy Act (CCPA).

The rising costs of a data breach can be measured in many ways, but the impact is still the same:

- Reputational damage
- Imposition of fines/penalties
- Loss of clients
- Unwanted media attention
- Legal action for professional negligence



cleanDocs is your best line of defense against human error

Human error in sending emails is mostly preventable. cleanDocs prevents data breaches that might result from any one of the three most common data breach sources.

Missent emails

Sending confidential emails to the wrong person or attaching the wrong file.

Hidden metadata

Failing to remove metadata containing sensitive or confidential information, such as hidden text, track changes, comments, and embedded objects, from documents before sharing.

Improper redaction

Leaking confidential information in documents that have not been properly redacted, e.g. the text is covered by a black box.

With cleanDocs email attachments are processed and cleaned quickly and reliably, without impacting user productivity.

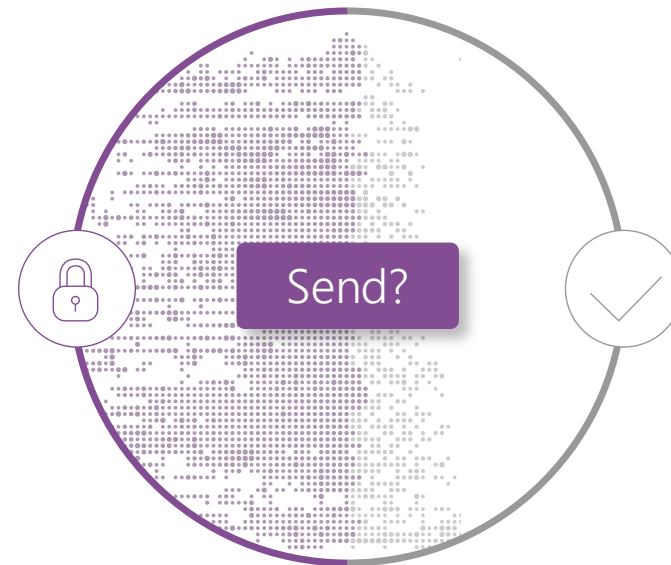


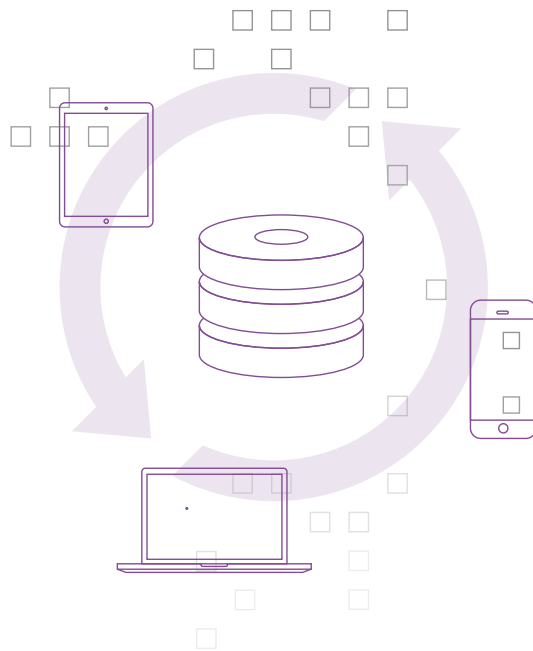
Balancing protection and productivity on the desktop

cleanDocs desktop acts when and where it's needed, displaying only once the user presses Send. The user can make metadata cleaning decisions and then perform a series of time-saving tasks directly from the cleanDocs interface:

- Email recipient checking
- Convert to PDF, PDF/A, or secure PDF
- Add to Zip
- Rename attachments

These are optional features that an Administrator can make available to everyone in the business, specific departments, or individual users.





Rich desktop experience with server-side cleaning

cleanDocs desktop and cleanDocs server work together to deliver fast metadata cleaning on the server combined with rich user controls on the desktop.

The unified approach delivers the best of both worlds:

- Access to email recipient checking to prevent users from emailing confidential information to the wrong person
- Powerful email productivity tools to work more efficiently
- Integration with Outlook and document management systems
- Bulk cleaning of documents

Cleaning decisions are made on the desktop and then sent to and processed by the server. Configuring server-side cleaning in cleanDocs desktop is as simple as selecting it from a dropdown menu.

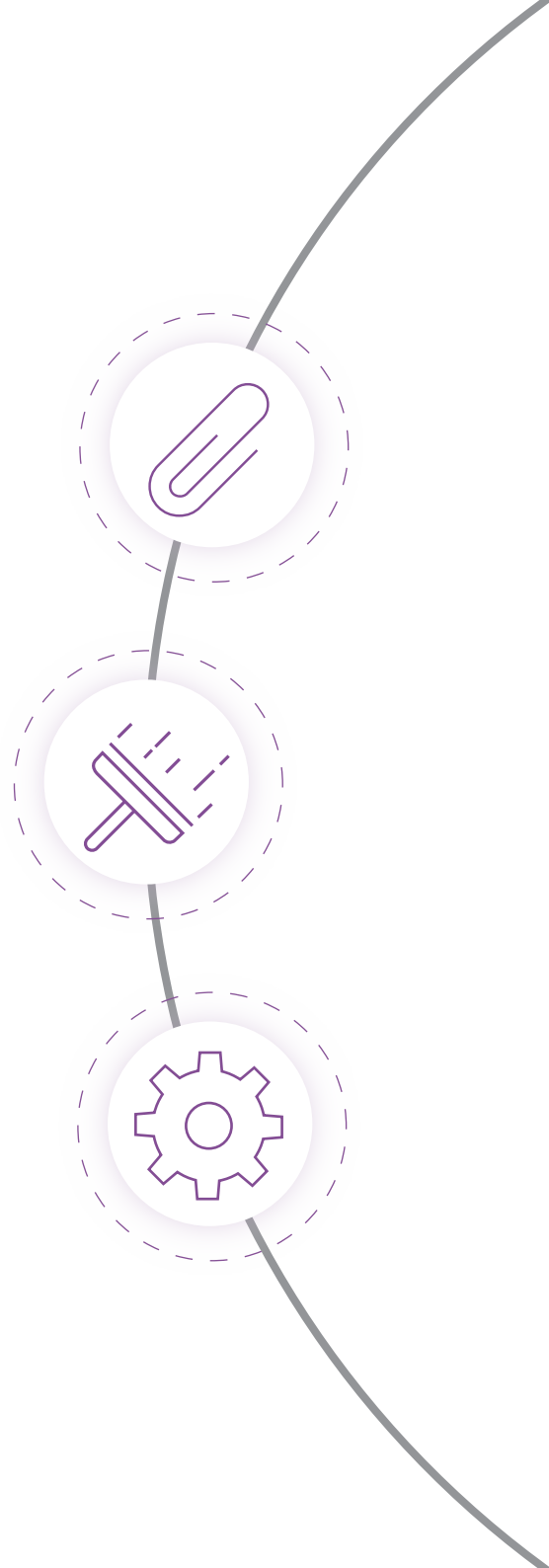


Support for insider threat management

Businesses that have open access to documents leave themselves vulnerable to internal “bad actors” using privileged information to benefit themselves at the expense of the company and the client. Data segregation and email security policies, when combined, minimize the impact of a potential breach.

cleanDocs integrates with third-party security software to enforce email security policies when users attempt to share sensitive documents or client information with unauthorized recipients. This key value-add prevents users from inadvertently or maliciously leaking information in violation of established security policies.





Make it work for you

cleanDocs desktop and server are both fully customizable, allowing Administrators to create a solution that works best for the business.

Enterprise-wide policies

Automatically remove all metadata from all documents leaving the business – no exceptions.

Educated choices

Allow users to interact with the cleaning by selecting a context-based policy, or by responding to alerts for specific metadata types. Users get to manage metadata based on business requirements and on the level of trust they have in the recipients rather than on a 'one size fits all' approach.



cleanDocs is not limited to email

cleanDocs desktop can also be used to clean documents outside of the email environment. It can process up to 32 documents at once.

Use it to make light work of bulk processing and save hours when it comes to cleaning entire folders in your Windows file system. cleanDocs can convert these documents to PDF at the same time.

Documents uploaded to a collaboration or file-sharing platform also need to be cleaned of metadata before being made public. cleanDocs integrates with document management systems and collaboration or file-sharing platforms to automatically clean documents as part of the upload process.



The screenshot shows the cleanDocs interface with two main sections:

Confirm warnings and recipients

| | Confirm all | Email | Risk Factors |
|--|--|-------------------|-----------------------|
| | To <input type="checkbox"/> | fred@gmail.com | Public email provider |
| | To <input type="checkbox"/> | fred@myclient.com | External recipient |
| | To <input checked="" type="checkbox"/> | fred@docscorp.com | Internal recipient |

Select metadata policy and actions

Policy: Collaborate ⓘ [Output Options](#)

To be used internally and for trusted communications with collaborators. Will alert you if Track Changes and Comments are found and let you decide on each document.

| Filename | Clean | Clean & PDF | Skip |
|-------------------|----------------------------------|-----------------------|-----------------------|
| Brochure.pdf | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Contract.docx | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Datasheet.xlsx | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Presentation.pptx | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Buttons: Process and Send Analyze Save Report Cancel

Reduce complexity, eliminate errors

The cleanDocs interface is intuitive and straightforward. It is designed to keep the focus on the task rather than having users grapple with complexity.

The interface steps the user through the process:

1. Check the recipient list, which is displayed according to a traffic light system that indicates risk level
2. Choose the preferred cleaning policy (depending on how cleanDocs has been configured by the Administrator)
3. Confirm the attachment and select the delivery format (native, PDF, Secure PDF, or Zip file format)
4. Process



What our clients are saying

"We now have products in place that strip metadata from email attachments, force users to check email recipients, secure PDFs and provide an easy way for the secretaries to redact. These are all important when it comes to protecting data, and importantly staff feel confident using them."

Anna Lawton
IT Director at Hempsons

"Because cleanDocs is configurable and so simple to use, the extra checks work really well. It's effective at stopping you in your tracks before you send an email out incorrectly – particularly on a manic day."

Christel Aguila
Head of IT at Winckworth Sherwood

"Staff liked it as an alternative because better performance and fewer interruptions empowered them to work more efficiently, and they knew they could trust cleanDocs was working behind the scenes as intended."

Valerie Fogg
Information Services Directory at Simpson Grierson

"We looked at an email delay solution, but we didn't want to slow down the end-user. So, we trialed cleanDocs and found it very easy to install, configure, and use. Now, everyone at the firm cleans document metadata on send and double checks recipients so they can be confident every email ends up in the right inbox."

Steve Taylor
Head of IT at CFG Law



cleanDocs

stops accidental data breaches by removing more than 100 types of metadata from Microsoft Office files in milliseconds. Email recipient checking applies a second layer of defense against human error over email since users confirm the recipients and attachments as correct.

cleanDocs server

delivers fast and reliable metadata management to prevent email data breaches. A highly configurable user experience helps organizations balance protection and productivity. cleanDocs server scales to match your environment, uses load balancing to ensure optimum performance, and offers the flexibility to use enterprise-wide or individual cleaning policies.



DocsCorp designs easy-to-use software and services for document professionals who use enterprise content management systems. We provide solutions for metadata removal, document processing, PDF manipulation, and document comparison.

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