Modern business security challenges and how to solve them

The digital workplace issue

Businesses around the world still rely to a great extent on paper for the management, sharing and storing of information. And while there are still many instances in which hard copies are necessary, relying too much on manual and paper-based processes in the workplace can pose considerable costs not only in time, money and productivity – but also in potential security risk.

As businesses navigate the transition towards digital maturity, they face common challenges. Outdated processes such as unsecured printing can lead to data breaches. Employees working remotely need access to information constrained to the office. As they look to digital workarounds, employees rely on personal devices for work purposes – resulting in a mass of 'unstructured' data.

Meanwhile, new compliance pressures such as the incoming General Data Protection Regulation (GDPR) are placing demands on businesses to record how they store and process the data of their stakeholders. In the face of GDPR, just thinking of the myriad of personal data that might be tucked away in filing cabinets, left uncollected on printers or sitting on a personal desktop is enough to make any Data Protection Officer weak at the knees.

Businesses have plenty to gain from the secure digitisation of document intensive processes – not only in improved productivity and workflow efficiency – but in ensuring that business information is being managed in a secure and compliant way.

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The Situation

Paper-based processes and unstructured data are costing you more than just money.

The benefits of digitisation have been on your radar for a long time – but the reality of implementing a truly digital workplace is complex.

Your employees need to create, share, edit, move and store information with greater efficiency than ever before. But without effective digital workflows in place, they're inhibited in their ability to collaborate and share information effectively. Office-based employees rely on paper-based and manual document processing, while those who work remotely don't have access to the information they need.

In their attempt to get the job done, your staff use the tools at their disposal such as personal data storage solutions. This has created a siloed environment where critical business documents might be saved in someone's personal USB or cloud storage.

This reliance on paper and a fragmented approach to digital tools leads to a mass of business information that is sitting outside of official and secure channels. Not having visibility of this 'uncontrolled' data can be both a security liability and a nightmare when it comes to proving regulatory compliance.

So how can you help your employees work together more effectively – giving the right people access to the right information whenever they need it – whilst ensuring your information remains protected? How can you get the most out of your data when much of it is sitting in legacy print documents? How do you plan to get your data processing in order before GDPR?

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The Challenges

Unsecured printing is a risk to data security

Businesses still need print – but unsecured printing is a data breach risk. In fact, 60% of businesses in Europe and USA reported suffering a data breach through unsecured printing in the past year[1]

Employees' printing adds to your unstructured data

Research has found the average office worker prints around 10,000 sheets of paper a year[2]. Beyond the obvious financial and environmental costs, this sheer mass of printed information makes it difficult for businesses to keep visibility and control of the data being stored and processed, which is crucial when needing to prove compliance. An abundance of paper records can also cause a GDPR headache when it comes to deleting records once the information is no longer required

Paper-based processes are a business continuity risk

Your data is your business' most valuable asset. It may be easy to have a head-in-the-sand approach towards threats like natural disasters – but without a secure digital data storage system in place, the impact on business continuity of losing years' worth of valuable data kept in paper records could be devastating

Compliance pressures are stronger than ever

To comply with stringent new GDPR requirements, businesses will need to review how, where and why they store and process the personal data of EU citizens – with potentially crippling fines for those who fail to secure their data and processes appropriately

1. Quocirca Enterprise Study, 2017. Data set: 240 organisations of 500+ employees from UK, France, Germany and USA across various industries.
2. 'Rethinking Printing', Loudhouse Research on behalf of Kyocera, April 2010.

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The Solutions

Building a secure digital workplace is achievable with some well-chosen tools and effective internal communication with employees, to build the right processes and protocols around sharing and storing business information.

Get your info into the system

Equipping your employees with a standardised and effective tool for storing and sharing documents can go a long way to eliminating some of these challenges. If you provide the resources they need and education about the importance of sticking to them, employees will be less likely to put your data at risk using unsanctioned solutions. **Start by digitising your documents with Ricoh Streamline NX – fast, simple and secure scanning.**

Store digital data securely

It's not enough to simply digitise your data – you also need to know that it's secure and protected from threats such as cyber attack. **Store your data safely with Ricoh's DocuWare cloud services.**

Protect sensitive information from falling into the wrong hands

Basic security measures such as data encryption, user authentication and locked drawers can be the difference between a print / scan device that is a potential security threat, and one that is a key asset in protecting your sensitive data. **Learn how Ricoh can help protect your data with security measures such as the Streamline NX Print2Me functionality.**

Get your (digital) records in order for GDPR

Maintaining paper records can put your business at risk, and it's not only a security concern. It can complicate compliance issues, and losing important customer records can be just as disruptive as having them stolen. Knowing exactly where your records are makes them easier to secure and access when you need them. **Learn how Ricoh's consulting services can help you digitise, organise and protect your documents.**

Ask an expert

Visit us at **ricoh-europe.com** or contact your local Ricoh representative to learn how we can help you on your way to a digital workplace that's as secure as it is productive.

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