

Support GDPR initiatives with OnBase

OnBase by Hyland is a key component in helping your organization meet GDPR compliance requirements. While no software or hardware can make your organization GDPR compliant by itself, the right technology can help automate some of the required tasks to ensure that your users and processes are set up to reinforce compliance rather than complicate it.

As an enterprise information platform, OnBase features out-of-the-box functionality, flexible configuration options and built-in security controls to help support compliance initiatives.

OUT-OF-THE-BOX FUNCTIONALITY

OnBase offers a variety of native functionality, including audit trails, security and permissions, user groups and support for HTTPS as a protocol.

FLEXIBLE CONFIGURATION OPTIONS

Mold OnBase to fit your processes – not the other way around. Hyland provides flexible options that allow OnBase to be customized by organization and process.

BUILT-IN SECURITY CONTROLS

From web portals to APIs, security controls are built in to every aspect of OnBase and can be utilized for any type of GDPR-related initiative.

WITH THESE FEATURES, ONBASE CAN HELP SUPPORT THE KEY PRINCIPLES OF GDPR IN THE FOLLOWING WAYS:



SECURITY AND DATA PROTECTION

- Ensures security through its design, from development through post-launch support
- Protects documents and data while at rest, in use and in transit
 - » **At rest:** Encrypts documents and content using 256-bit AES encryption
 - » **In use:** Provides granular security and permissions
 - » **In transit:** Utilizes HTTPS as a protocol so data can't be intercepted
- Controls who can access and take action on information through granular security and permissions



RIGHT TO ERASURE AND RECORDS MANAGEMENT

- Offers fully automated records management
- Provides flexible configuration options: Set and manage the retention on document type or record level
- Triggers retention based on regulatory requirements on a specific event/request



STREAMLINED COMPLIANCE

- Standardizes and automates compliance-related processes with workflow
- Provides a complete 360-degree view of audits, deviations and corrective actions with case management capabilities
- Automatically distributes policies to employees and tracks acknowledgements



DATA MANAGEMENT AND FINDABILITY

- Retrieves documents quickly and easily
- Offers functionality like custom queries, cross references, folders and envelopes that provide additional ways of finding and managing content
- Extends retrieval to unstructured information with full-text search



AUDITABILITY AND REPORTING

- Utilizes extensive audit trails that track everything a user does in OnBase
- Creates customized reports detailing user access and security, process health and more with reporting dashboards
- Extends OnBase beyond your organization to auditors with web portals, ShareBase and more

ENABLE GDPR COMPLIANCE BEYOND ONBASE

Hyland helps extend your compliance programs across the organization and beyond:



SHAREBASE

As an enterprise cloud-based file-sharing and collaboration tool, ShareBase provides a variety of security features, including:

- Administrators have complete control over who can use the product and their sharing capabilities
- Individual users can specify the permissions of each recipient, even restricting download privileges
- Users can easily set sharing expirations to limit document access to specific timeframes



CONFIDENTIAL INFORMATION DISCOVERY

The confidential information discovery solution helps organizations proactively monitor for and remove confidential information from unauthorized locations across the enterprise. Features include:

- Automated monitoring for keywords, phrases and patterns in text and metadata
- Monitoring across any number of sites, repositories, drives, archives, email systems and devices
- Automated notifications to compliance and security managers with extensive reporting and analytics capabilities

>>> Learn more at OnBase.com/GDPR