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Nota di contenuto	Safeguarding Critical E-Documents; Contents; Foreword; Preface; Acknowledgments; PART I THE PROBLEM AND BASIC TOOLS; CHAPTER 1 The Problem: Securing Confidential Electronic Documents; WikiLeaks: A Wake-Up Call; U.S. Government Attempts to Protect Intellectual Property; Threats Persist across the Pond: U.K. Companies on Guard; Increase in Corporate and Industrial Espionage; Risks of Medical Identity Theft; Why Don't Organizations Safeguard Their Information Assets?; The Blame Game: Where Does Fault Lie When Information Is Leaked?; Consequences of Not Employing E-Document Security; Notes CHAPTER 2 Information Governance: The Crucial First Step First, Better Policies; Then, Better Technology for Better Enforcement; Defining

Information Governance; Accountability Is Key; Why IG Is Good Business; Impact of a Successful IG Program; Critical Factors in an IG Program; Who Should Determine IG Policies?; Notes; PART II Information Platform Risks and Countermeasures; CHAPTER 3 Managing E-Documents and Records; Enterprise Content Management; Document Management Principles; The Goal: Document Lifecycle Security; Electronic Document Management Systems; Records Management Principles

Electronic Records Management Notes; CHAPTER 4 Information Governance and Security for E-mail Messages; Employees Regularly Expose Organizations to E-mail Risk; E-mail Policies Should Be Realistic and Technology Agnostic; Is E-mail Encryption the Answer?; Common E-mail Security Mistakes; E-mail Security Myths; E-record Retention: Fundamentally a Legal Issue; Preserve E-mail Integrity and Admissibility with Automatic Archiving; E-mail Archiving Rationale: Compliance, Legal, and Business Reasons; Don't Confuse E-mail Archiving with Backup; No Personal Archiving in the Workplace

Are All E-mails Records? Destructive Retention of E-mail; Notes; CHAPTER 5 Information Governance and Security for Instant Messaging; Instant Messaging Security Threats; Stealing Information through Hijacking and Impersonation; Denial-of-Service Attacks Freeze Access; Network Sniffers and Unauthorized Disclosure of Information Assets; Best Practices for Business IM Use; Technology to Monitor IM; Tips for Safer IM; Notes; CHAPTER 6 Information Governance and Security for Social Media; Types of Social Media in Web 2.0; Social Media in the Enterprise

Key Ways Social Media Is Different from E-mail and Instant Messaging Biggest Security Threats of Social Media; Legal Risks of Social Media Posts; Tools to Archive Facebook and Twitter; IG Considerations for Social Media; Notes; CHAPTER 7 Information Governance and Security for Mobile Devices; Current Trends in Mobile Computing; Security Risks of Mobile Computing; Securing Mobile Data; IG for Mobile Computing; Building Security into Mobile Applications; Real Threats Are Poorly Understood; Innovation versus Security: Choices and Trade-Offs; Best Practices to Secure Mobile Applications; Notes

CHAPTER 8 Information Governance and Security for Cloud Computing Use

Sommario/riassunto

Practical, step-by-step guidance for corporations, universities and government agencies to protect and secure confidential documents and business records. Managers and public officials are looking for technology and information governance solutions to "information leakage" in an understandable, concise format. Safeguarding Critical E-Documents provides a road map for corporations, governments, financial services firms, hospitals, law firms, universities and other organizations to safeguard their internal electronic documents and private communications. Provides practical
