

1. Record Nr.	UNISA996394237703316
Autore	Cotton Charles <1630-1687.>
Titolo	The compleat gamester, or, Instructions how to play at billiards, trucks, bowls, and chess [[electronic resource] ] : together with all manner of usual and most gentile games either on cards, or dice : to which is added, the arts and mysteries of riding, racing, archery, and cock-fighting
Pubbl/distr/stampa	London, : Printed for Henry Brome ..., 1680
Edizione	[The second edition.]
Descrizione fisica	[13], 175 p
Soggetti	Games Physical education and training
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Attributed to Charles Cotton. Cf. Halkett & Laing (2nd ed.). Added t.p. engraved. Reproduction of original in Huntington Library.
Sommario/riassunto	eebo-0113

2. Record Nr.	UNINA9910141258503321
Autore	Smallwood Robert F. <1959->
Titolo	Safeguarding Critical E-Documents : Implementing a Program for Securing Confidential Information Assets
Pubbl/distr/stampa	New York, : Wiley, 2012
ISBN	9786613703163 9781119204909 1119204909 9781280792779 1280792779 9781118286876 1118286871
Edizione	[1st ed.]
Descrizione fisica	1 online resource (285 p.)
Classificazione	BUS083000
Disciplina	005.8 658.472
Soggetti	BUSINESS & ECONOMICS / Information Management Computer security Cyberspace - Security measures Cyberspace -- Security measures Database security Electronic records Computer security - Security measures Cyberspace
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
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