

# Governance Add-On

## Meet legal and regulatory compliance requirements with this package.

With kiteworks, enterprises can leverage security and governance capabilities, including eDiscovery and Data Loss Prevention to secure, collect, and preserve content.

### Enhance Corporate Oversight and Control

Mitigating risk and demonstrating compliance with industry regulations is becoming increasingly important in enterprise organizations. Enterprise organizations are looking to IT to deliver enhanced corporate oversight and control by providing the necessary tools to manage, preserve, and protect content, and satisfy strict legal and regulatory requirements.

### Comply with Legal Requests for Discovery with the Governance Package

The kiteworks Governance package enables enterprise organizations to comply with legal requests for discovery by making it easier to collect relevant documents and metadata across all content sources, archiving all relevant content—including that distributed to mobile devices—retaining auditable logs, and enabling easy export of content tagged for eDiscovery to legal teams. The Governance Package also includes support for integrating kiteworks with Data Loss Prevention (DLP) platforms, enabling enterprises to enforce DLP policies across BYOD devices and file-sharing services.

### Governance Module

eDiscovery and DLP integration with kiteworks provide enterprise organizations with better control and insight into how their information is accessed, shared, and archived.

### eDiscovery

kiteworks enables organizations to comply with legal requests for discovery by offering the ability to collect relevant documents and metadata, disable file purging so that files can be archived, set logging retention, and easily export content tagged for eDiscovery to legal teams.

For internal investigations and eDiscovery compliance, kiteworks also offers a Data Leak Investigator role. The DLI is able to run reports on individual users, download files accessed by those users, and download all emails sent to or from those users via kiteworks. The DLI role can also be exposed using enterprise APIs to integrate kiteworks with existing eDiscovery tools.



### Key Benefits

- Meet legal discovery and hold requirements
- Secure internal and external file sharing and collaboration
- Secure wherever access to enterprise content
- Demonstrated compliance with FIPS, SOX, HIPAA, GLBA
- Increased mobile data security
- Improved business productivity
- Reduced IT support costs

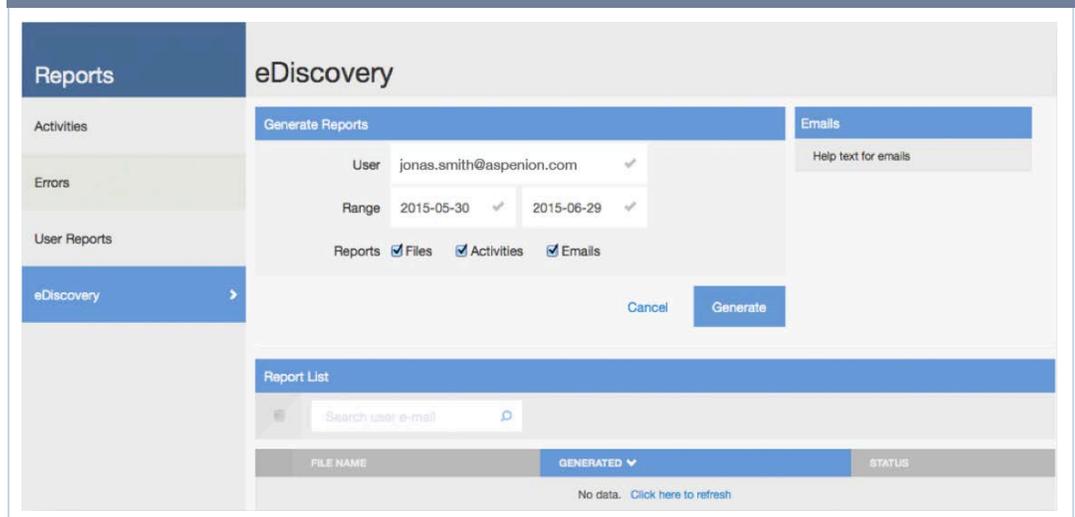


### Key Features

- eDiscovery
- DLP integration
- Secure file sharing
- Document collaboration
- Unlimited file size
- Native mobile apps
- Mobile SDKs for iOS, Android, Windows, and Google Glass
- Secure file synchronization
- Task management
- File commenting
- File versioning
- File lock/unlock
- Activity stream
- Notifications
- Role based access
- Activity logs for administrators
- Authentication via LDAP/AD
- Single sign-on via SAML
- Integrated AntiVirus scanning
- User-friendly DRM
- Online Viewer
- Custom branding

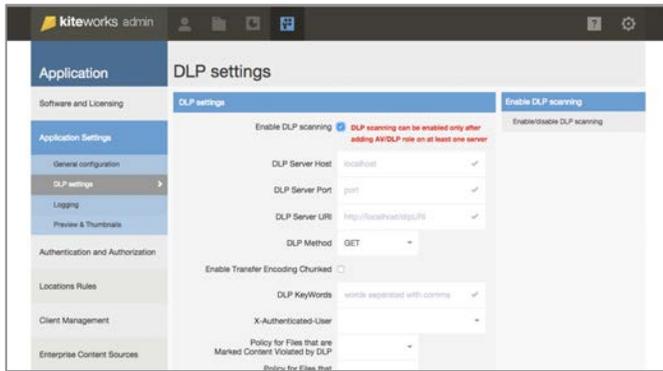
*“Support for legal and compliance teams during investigations and eDiscovery, and the timely disposal of obsolete information, are top drivers for investment.”*

## eDiscovery Compliance

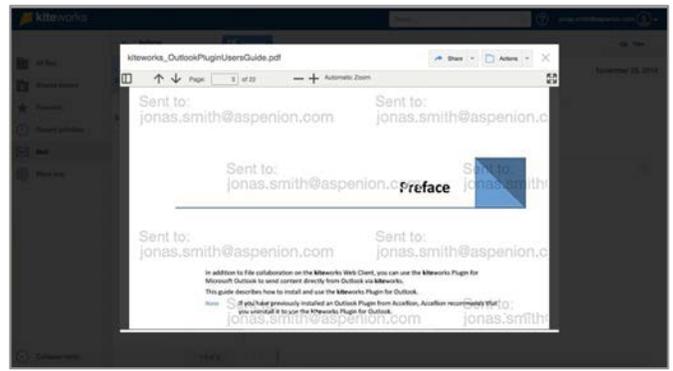


The screenshot displays the 'eDiscovery Compliance' interface. On the left is a navigation menu with 'Reports' selected. The main area is titled 'eDiscovery' and contains a 'Generate Reports' form. The form includes fields for 'User' (jonas.smith@aspenion.com), 'Range' (2015-05-30 to 2015-06-29), and checkboxes for 'Files', 'Activities', and 'Emails'. A 'Generate' button is visible. Below the form is a 'Report List' table with columns for 'FILE NAME', 'GENERATED', and 'STATUS'. The table currently shows 'No data. Click here to refresh'.

## Data Security and Rights Management Features



kiteworks DLP Admin Configuration



kiteworks Watermarking

### DLP Integration

Provides for high levels of governance and compliance by monitoring all shared documents based on corporate policy and quarantining any documents containing sensitive data to prevent data leakage. kiteworks integrates with leading DLP solutions, including Symantec, Websense, Code Green Networks, Fidelis, RSA, and others to automatically detect and prevent sharing of unauthorized sensitive data to help enterprises enforce existing DLP policies.

### Data Security and Compliance Features

#### User-Friendly DRM

Included with kiteworks to give enterprise organizations fine-grained access controls for sensitive and confidential files. The DRM capabilities help enterprises ensure that access to confidential data is tightly controlled.

- **View-Only Role for Users**

If users are granted a view-only role, they can read a file, but they cannot download or edit it.

- **Watermarking**

kiteworks enables file owners to “watermark” a file with unique IDs for each user, so that if a user tries to surreptitiously distribute it, the identity of the perpetrator will be obvious.

- **Support for Withdrawing Files**

If a file owner discovers that a file has been shared inappropriately or unintentionally, or if a file has been shared with an employee who suddenly leaves the company, the owner can withdraw the file. With these new user-friendly DRM features, kiteworks increases the security of enterprise content, and ensures compliance with internal and external security policies.

### Policy-Based Content Retention

Enforces corporate-defined content retention policies to ensure appropriate preservation and deletion of documents.

### Encryption

All files are encrypted at-rest and in-motion with the highest levels of encryption. With kiteworks, enterprises retain full ownership of the encryption keys; enterprises can ensure no unauthorized parties have access to their data.

### Full Auditing

Every user action in the system is logged, and audit reports can be easily created to provide full visibility and demonstration of compliance.

### Secure Mobile Container

All mobile content is protected with encryption and controls, such as remote wipe, whitelisting, watermarking, offline PIN as well as an integrated MS Office editor.

### FIPS 140-2 Validated

kiteworks has received FIPS 140-2 Level 1 validation.

### Compliance

The kiteworks solution enables compliance with industry and government regulations, including SOX, HIPAA (with signed BAA), US-EU Safe Harbor, ITAR, SOC2, and PCI DSS Level 1. ISO27001 and FedRAMP certifications are in progress.

### About Accellion

Accellion, Inc. is an award-winning private company that provides mobile solutions to enterprise organizations to enable increased business productivity while ensuring security and compliance. As the leading provider of private cloud solutions for secure mobile file sharing and collaboration, Accellion offers enterprise organizations the scalability, flexibility, control and security to enable a mobile workforce with the tools they need to create, access and share information securely, wherever work takes them. More than 12 million users and 2,000 of the world's leading corporations and government agencies including Procter & Gamble; Indiana University Health; Kaiser Permanente; Lovells; Bridgestone; Harvard University; Guinness World Records; US Securities and Exchange Commission; and NASA use Accellion solutions to increase business productivity, protect intellectual property, ensure compliance and reduce IT costs.

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Email: [sales@accellion.com](mailto:sales@accellion.com)  
Phone: +1 650 485 4300

Accellion, Inc.  
1804 Embarcadero Road  
Palo Alto, CA 94303



For additional information: [www.accellion.com/kiteworks](http://www.accellion.com/kiteworks)

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