



DOCUMENT GOVERNANCE

Understand the Risks and Learn Best Practices

SMART CHANGE STARTS HERE.



HOW DOCUMENTS GENERATE RISK

Each time we create or revise a document, whether it's a Word doc, PDF, PPT deck, or spreadsheet, we commit that document to digital or paper form. Every one of these documents immediately creates risk for your business. That risk takes many forms, including:

Security and compliance exposures

Most organizations are focusing lots of budget and human resources on cybersecurity. But the hard numbers reveal that your company is more likely to suffer a business loss as the result of inadequate document governance than it is a data breach. These material losses include loss of customers, loss of employees, PR crises, compliance failures, and the triggering of costly audits.

Lost productivity

We all know what it's like to hunt for content that you know you have somewhere. This productivity loss becomes especially problematic when high-value, high compensation managers and executives struggle to find the content they need. The bigger the haystack, the harder it gets to find the needles.

Lost time

The ten or so hours we spend every week looking for information in documents doesn't just cost us productivity, it slows down everything we do. It takes us longer to make decisions or get back to customers. We push back meetings and

revise project timelines. This lost time makes our organization fundamentally less agile and less able to respond to ever-changing market demands.

Costly errors

Missing, inaccurate, and/or out-of-date information results in all kinds of costly mistakes. The cost of these errors can be quite high even if there's just one missing piece to a team's content puzzle.

Lost value

Our documents are vitally important to our businesses because they provide the means by which we share actionable information among our decision-making stakeholders. When we can't find or share that content in a timely manner, we fail to obtain its full potential business value. That can be a big loss for your business.

WHY YOUR PRINTERS ARE AN EASY TARGET FOR CYBER ATTACKS

Increasing vulnerability

165M

NETWORK PRINTERS
are vulnerable to attacks from hackers looking to bypass firewalls¹

21%

increase in security vulnerabilities over the past year²

44%

of network printers allow unauthorized access to data³

Enterprises surveyed reported that unsecured printing has impacted their data security:

PRINT-RELATED DATA BREACH⁴

63%

PRINT-RELATED DATA LOSS⁵

90%

Companies aren't taking it seriously

74%

don't think printers are at high risk for a security breach⁶



3 out of 5

organizations aren't deploying printer user authentication and administrative passwords⁶

64%

of IT managers believe their printers are likely infected with malware⁷

56%

of companies ignore printers in their overall security strategy⁷

¹ "DNS Rebinding Exposes Half a Billion Devices in the Enterprise," Armis, Inc., 2018

² "2018 State of Bug Bounty: Fourth Annual Report," Bugcrowd, 2018

³ "The Insecurity of Network Connected Printers," Ponemon Institute, Sponsored by HP, September 2015

⁴ "Print security and GDPR compliance: European companies lag US peers," Quocirca, August 2017

⁵ "HP: Protecting printers with enterprise-grade security," Moor Insights & Strategy, September 2014

⁶ Spiceworks survey of 309 IT decision-makers in North America, EMEA, and APAC, on behalf of HP, November 2016

⁷ "Annual Global IT Security Benchmark Tracking Study," Ponemon Institute, March 2015

WHY PRIORITIZE NEXT GEN DOCUMENT GOVERNANCE



It makes your business much safer

Better document controls provide much greater incremental risk mitigation for the dollar than other protections, considering the fact that businesses are more likely to suffer material loss as the result of inadequate document governance than a data breach.



It's like adding 20% more highly skilled people

With well-managed documents, people spend less time searching and more time doing.



It significantly improves your customer experience

Access to accurate, complete, and timely information, while protecting customer privacy, is essential for delivering such experiences. With a sufficiently flexible technology portfolio, you can start by focusing on "low hanging fruit" that delivers the most gain with the least pain.



It reduces the risk of mistakes, large and small

Best practices substantially decrease the entire spectrum of document-related issues that eat away at business performance every minute of every day.



It's essential to successful digital transformation

The success of your other digital initiatives invariably depends on the ability of your top decision-makers and subject matter experts to share content quickly and with the highest degree of confidence. And that can only happen if you properly manage your documents.

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