# iGuana iDM Compliance & Security

The iGuana iDM Document Management System can help you ease the burden of complying with increasingly stringent regulatory rules and retention requirements. In iGuana iDM legal and contractual compliance is automatically maintained, whether the specific requirements involve revision-proof archiving, protection of sensitive data from unauthorized access, compliance with retention policies, or controlled destruction of data according to privacy rules. Encryption of documents, integration of electronic signatures, plus access and change logs provide extra levels of security and prevent manipulation.

## Key Compliance & Security Features



### System Access & Audit Trails

Only authorized users can access the iGuana iDM system. You can configure access rights for individual users or groups of users and define the actions that they can perform in the system (e.g. read, write, etc.). You can also restrict access to categories of documents or individual documents through the iManage module.

Every single action that a user performs on a document is traced and a full audit trail is created. At any point in time you can see who accessed the system (username, PC used, IP address, etc.), when (date and time stamp), which documents they accessed and actions they performed (viewing, printing, editing, exporting, forwarding, etc.) all the way up to image level. iManage can produce a full audit trail report on demand.

### Secure Storage & Accessibility

Every document in the system is securely stored in its original format and an unalterable copy of it is in made in a non-proprietary format (JPEG or TIFF) to guarantee future accessibility. The iGuana iDM iStore module stores each document and its metadata (indexes) in a container file with CRC (Cyclic Redundancy Check) applied to each document and metadata. This ensures that documents can only be accessed through the system by authorized users and that any manipulation is automatically detected and prevented. In addition, the iGuana iDM Archive Writer allows you to manage and write these container files to DVD, CD, Blue-ray and WORM drives. Every document can also be PGP (Pretty Good Privacy) encrypted.

### Documenting Compliance

Documenting your compliance procedures is almost as important as compliance itself. Document management policies and procedures are a crucial part of any organization's records maintenance and privacy protection processes, as well as their business continuity plans. iGuana iDM Compliance & Security features make it much easier to document your organization-wide policies and procedures for document scanning, storage and destruction. The iGuana team can help you develop your compliance manual to ensure that you are in line with regulatory reporting requirements.

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# Compliance Regulations

iGuana has extensive experience working with the Kruispuntbank to establish processes and procedures for regulatory compliance, especially as they relate to the Healthcare sector.

Below you can find some additional information and reference material relating to regulatory compliance.

## Useful Reference Material

- KB - 10 May 2015 (Royal Decree on the Evidential Value of the Data Stored by Hospitals, Processed or Transmitted Through an Optical and Photographic Technique, as well as their Reproduction on Paper or any other Readable Medium, for Use in Healthcare)

- ISO 13028 (Information and Documentation - Implementation Guidelines for Digitization of Records)

- ISO/IEC 27002 (Information Technology - Security Techniques)

- Code of Practice for Information Security Management

- ISO 15489 (Information and Documentation - Records Management / information and Archive Management)

- MoReq2 (Model Requirements for the Management of Electronic Records)

- ISO 15801 : 2009 (Document Management - Information Stored Electronically - Recommendations for Trustworthiness and Reliability)

- Norm NF Z 42-013 of AFNOR (l'Association française de normalisation)

- PDF/A (Portable Document Format Archivable or ISO 19005-1)

- ISO 23081 : 2006 (Processes for information and Archive Management)

- ISO-14721 : 2002 (Reference Model for Digital Depot OAIS)

- RODIN (Reference Model for Digital Information Management)

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