



# SAFEGUARD SENSITIVE INFORMATION BY SECURING YOUR DOCUMENTS

## Overview

---

Document Security is the process of safeguarding documents and files from unwanted access or theft. With the increased usage of cloud platforms, many companies recognise the importance of adopting security solutions such as document encryption, access control, usage restriction and monitoring to protect their documents.

However, organizations must ensure that their security policies are able to accommodate new cloud technologies and grant users the flexibility to be able to work from remote locations.

### Key Benefits:

- **Enforce** document security based on file and user attributes (Discover & Classify)
- **Implement** rules to limit access against unauthorized users
- **Enhance** security by providing read-only access via a zero-footprint file viewer
- **Optimize** ribbon rules in Microsoft 365 apps according to user context or file content
- **Personalized** user-specific watermarks to Word, PowerPoint, Excel and PDF documents
- **Review** management of classified documents for auditing and reporting purposes at ease

## Importance of Document Security

---

In circumstances where a hacker penetrates the security perimeter and gains access to the file or application, they are able to share, copy or even download the document freely. As such, any reactive approach is no longer effective.

Organizations need to be more proactive in protecting the data from unauthorized access or hackers. To equip enterprises with the ability to secure unstructured data, i-Sprint has partnered with archTIS, a global provider of innovative information security software to offer a document security solution .

## Our Solution, Secure Documents

---

i-Sprint offers seamless integration between our document security solution and Microsoft 365 collaboration applications such as OneDrive and on-premises applications such as Sharepoint Server.

Our document security solution works natively with Microsoft products with enhanced security to restrict:

1. Microsoft functionality including user interface
2. File viewing methods
3. Encryption
4. Attachment restriction sent through Exchange Email

The solution reduces implementation risk and minimizes overhead costs incurred as the IT team is not required to perform any additional application of code.

# 6 Functions of Secure Document

---



## Discover & Classify

Automatically identify and secure sensitive or regulated files on-premises and in cloud collaboration according to defined policies. Additionally, leverage Microsoft Information Protection (MIP) sensitivity labels and user attributes to control access of the document



## Restrict & Encrypt

Assign administrative access to a dedicated individual or group while limiting the remaining users access from confidential information. This helps to prevent the distribution of sensitive information to minimize the risk of lost data.



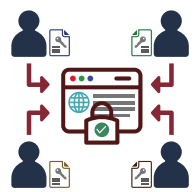
## Audit & Report

Provides centralized reporting and management of classified data. Identified issues can be classified into different levels. This allows policy officers to review, rescan, reclassify or reapply permissions if needed. Additionally, integrate user activity and protection logs with SIEM tools like Splunk or Microsoft Sentinel for further analysis and downstream actions.



## Collaborate

Works natively with Microsoft collaboration and security products to augment native features to enforce secure read-only access, hide sensitive files from unauthorized users, trim the application ribbon, apply dynamic personalized watermarks, and encrypt or restrict attachments sent through Exchange Email.



## Access Control

Access approval requests for policy officers, managers, or request justification from users. Streamline compliance and assign individuals to review, classify and encrypt the content.



## Redact

Remove/redact sensitive or confidential information, such as keywords or phrases, in a document when viewed in its native application (Word, Excel, PowerPoint and PDF) or when the file is presented in the Secure Documents secure reader for legal or security purposes.

## Executive Summary

---

With unique identity data that builds over time, Secure Documents augments native app security in Microsoft 365 applications such as Office 365 apps and SharePoint. Taking into account metadata, MIP sensitivity labels and attributes such as file name, authorship and date stamps, as well as more transient context like IP location, device or time of day,

Secure Documents applies conditional, attribute- based access control (ABAC) and usage rights to support all business rules and enable secure collaboration. Secure Documents takes your data security policies and enforces them for each and every user and device, completely transparent to the end user.

### Global Headquarters

Blk 750D Chai Chee Road #08-01  
ESR BizPark @ Chai Chee (Lobby 1)  
Singapore 469004  
☎ +65 6244 3900  
✉ enquiry@i-sprint.com

### For a complete list of our offices in

China, Hong Kong, Japan, Malaysia,  
Thailand & United States, please visit  
[www.i-sprint.com/contactus](http://www.i-sprint.com/contactus)

©2000-23 i-Sprint Innovations Pte Ltd. All rights reserved.

i-Sprint, i-Sprint logo, AccessMatrix, AccessMatrix logo are registered trademarks of i-Sprint Innovations Pte Ltd. All other trademarks and registered trademarks are property of their respective owners. i-Sprint reserves the right to make changes to the specifications or other product information at any time and without prior notice.

20230315

**i-Sprint**  
Trust without Boundaries