

# Information Archiving

A proactive approach to compliance with a modern archiving solution

Employees send and receive hundreds of emails and electronic communications every day. Managing that data properly can be overwhelming, especially when considering how meeting regulatory and legal obligations to produce historical messages is time consuming and costly.

Information Archiving addresses these concerns by providing an easy-to-use, secure and unified information archive and eDiscovery service that simplifies management of historical email and electronic communication data.

## Meet and exceed compliance needs

### Take a proactive approach to compliance

Information Archiving helps you easily adapt and comply with changing regulations including HIPAA, FCC, FOIA, FDIC, SEC, PCI DSS, FINRA, GDPR, GoBD and more. We help you achieve this with:

- Unlimited cloud-based storage and eDiscovery for over 50 different sources of communication
- SimplyShare technology that enables you to share datasets with third parties – without external hard drives or SFTP sites
- Flexible search capabilities such as proactive glossary scanning, data classification, message flagging, attachment OCR scanning and content indexing
- Time-based retention policies that can be applied to everyone, specific users or customizable groups
- Role-based access controls to enhance security

## Benefits

**Information Archiving helps protect against compliance violations and unplanned litigations.**

- Intuitively search data across email, social media and collaboration tools like LinkedIn, Twitter and Microsoft Teams
- Save time and money by using a solution that consolidates 50+ sources of communication into one search
- Quickly and securely share eDiscovery with outside litigations – without the risk of SFTP sites or shipping external hard drives
- Investigate complaints and violations faster by examining all communications in one place
- Increase security with delegated access control

## Easily search through company communications

### No technical expertise needed

#### How it works

Information Archiving is a proven solution that indexes and stores outbound, inbound and internal email communication. In addition to email, Information Archiving captures and reformats data from social media platforms like LinkedIn and Twitter, collaboration tools like Slack and Microsoft Teams and audio and video platforms like YouTube and Vimeo. Information Archiving reformats the data into electronic mail (EML) format. This data is then journaled into a searchable database with advanced search and retrieval capability, customizable retention policies and effective eDiscovery, legal hold and data classification functionality.

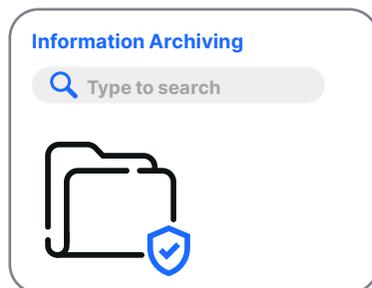
#### How it works

Reduces IT, HR and legal costs

#### Compelling event

M&A  
Litigation  
HR compliant  
Audit

#### Run a quick search



#### Expedite a resolution

- Surface incriminating conversations
- Suit has no merit - one email and it's dismissed
- Concern validated
- Demonstrate compliance, safely share select information

Data is stored for a default period of six (6) years with options to set global and user specific retention policies ranging from one (1) month to indefinite retention. Additionally, the data is stored in an immutable state on write once, read many (WORM) compatible hardware to achieve the highest levels of compliance storage requirements.

After the data has been indexed and stored, it can be searched and shared seamlessly with internal and external stakeholders. For example, HR, legal, third-party auditors and third-party counsel by utilizing our SimplyShare technology. Data can also be placed on legal hold to accommodate the data retention rules associated with the Federal Rules of Civil Procedure.

## One element to make your business cyber resilient

### We can help support your business lifeline

OpenText Cybersecurity brings together best-in-class solutions to help your business remain cyber resilient. Together, we can help you protect your business from threats by minimizing the impact through quickly detecting, responding and recovering data seamlessly. Information Archiving helps you adapt and comply with changing regulations so you can avoid costly compliance violations and keep your business and its data secure.

To learn more, visit us at [www.carbonite.com](http://www.carbonite.com).

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OpenText Cybersecurity provides comprehensive security solutions for companies and partners of all sizes. From prevention, detection and response to recovery, investigation and compliance, our unified end-to-end platform helps customers build cyber resilience via a holistic security portfolio. Powered by actionable insights from our real-time and contextual threat intelligence, OpenText Cybersecurity customers benefit from high efficacy products, a compliant experience and simplified security to help manage business risk. DS\_031323

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