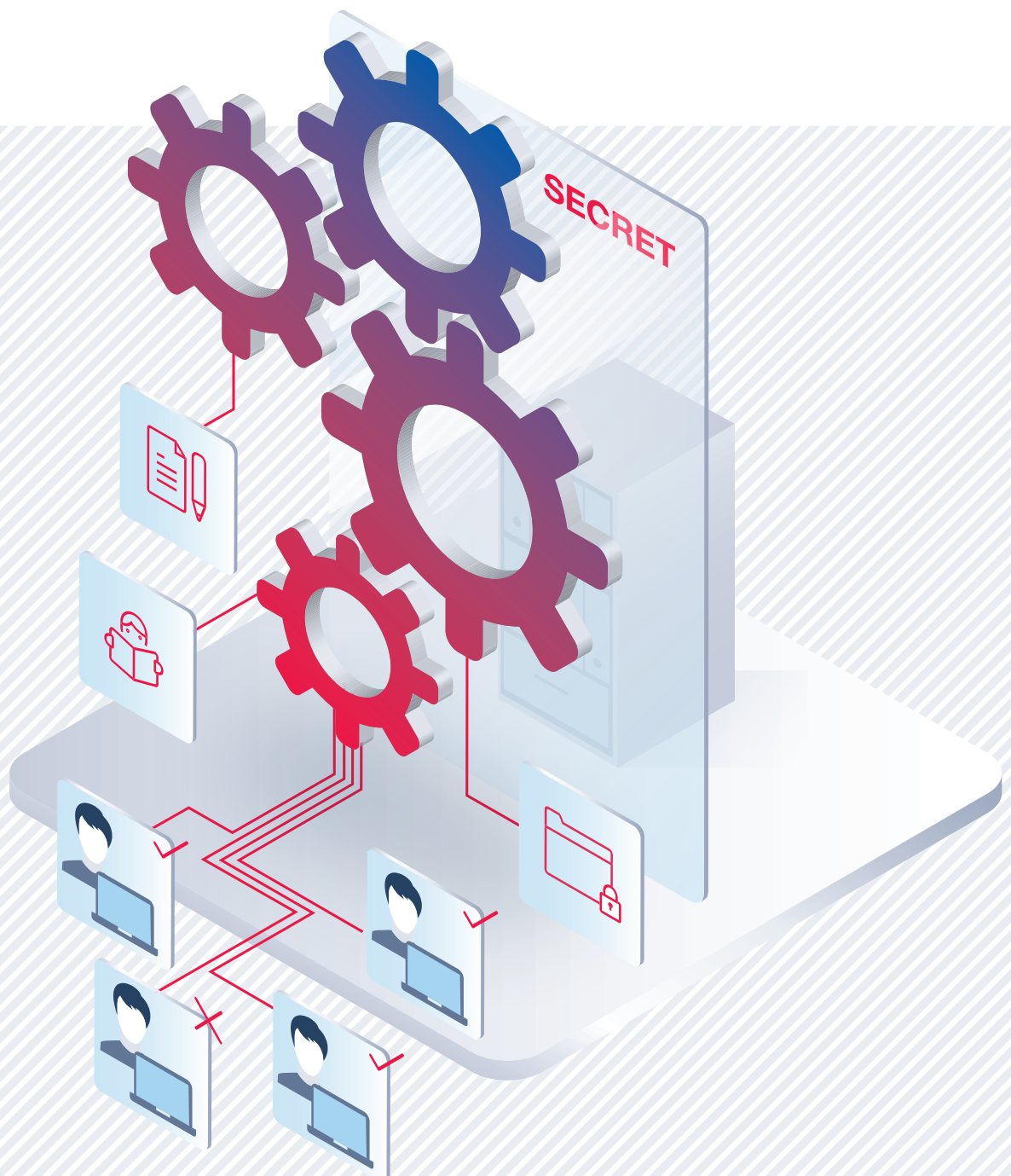# Digital CI processing

Location-independent access to classified
information for a modern and mobile workplace

The document management system for classified information up to SECRET

Digital collaboration now possible with sensitive data for the first time

The digitalization of all processes is an essential part of encouraging cooperation and collaboration – in particular among public authorities. Processes with highly sensitive or classified documents are no exception in this regard. Previously, the implementation of regulations necessitated a seemingly endless number of printouts and manual verification processes. Collaborative working and decision-making based on classified information (CI) was a laborious and unwieldy process.

SINA Workflow offers a secure digital system for handling CI documents and facilitates collaboration within and between authorities. This makes the vision of end-to-end digitized processes for handling CI a reality for the first time.
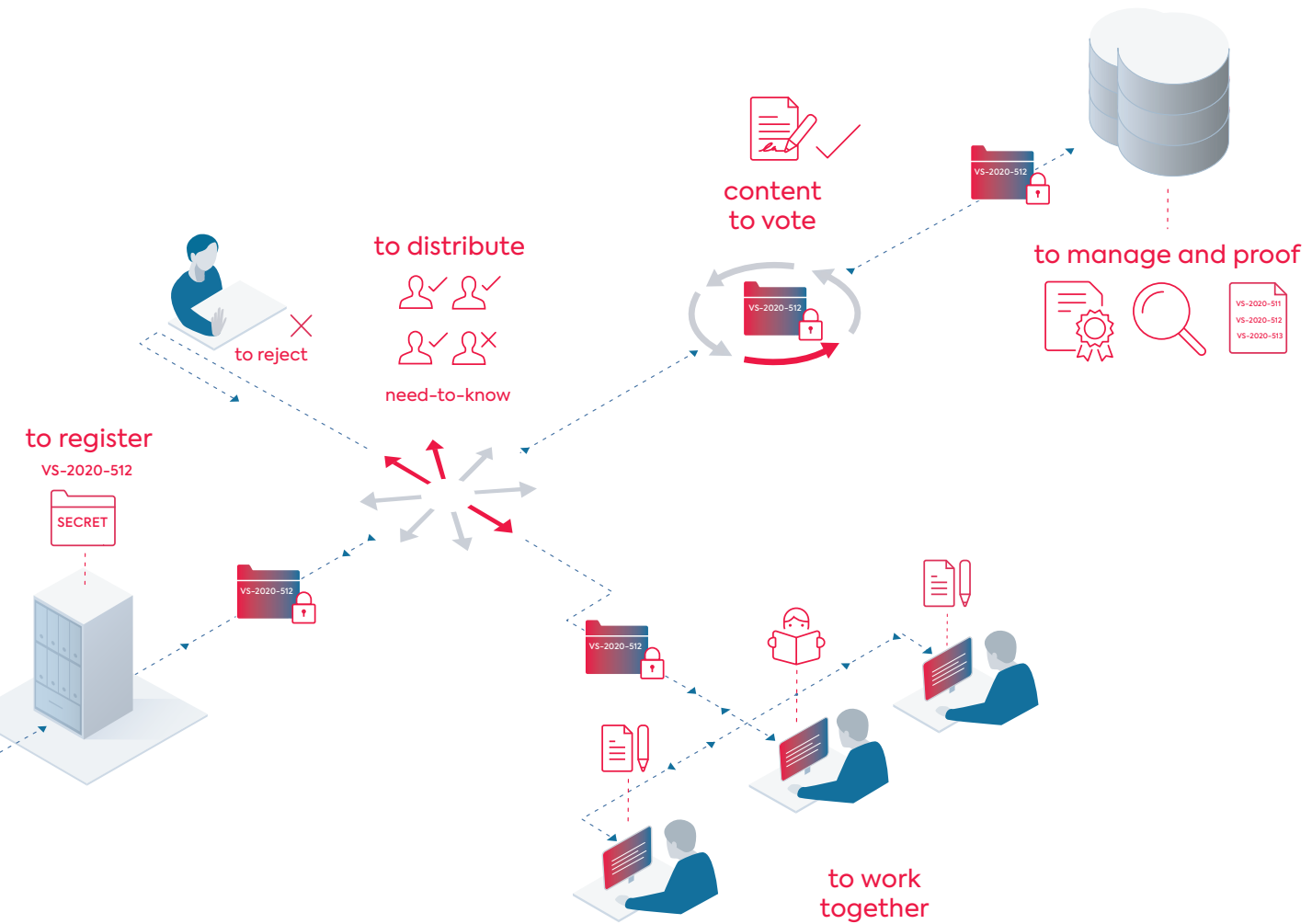
Why SINA Workflow?

The digital and policy-compliant handling and management of highly sensitive or classified documents can only be achieved with an integrated solution. The user workstation, the back end and the document management must be adapted to one another and approved for the required classification level in question. Only in this way can users and institutions fully digitize the relevant processes. Integrating the software components (SINA Workflow) into the SINA infrastructure components (SINA Workstation and SINA Box) helps to achieve an **adequate level of security**. SINA Workflow offers all necessary security and verification functions on document-level.

to create
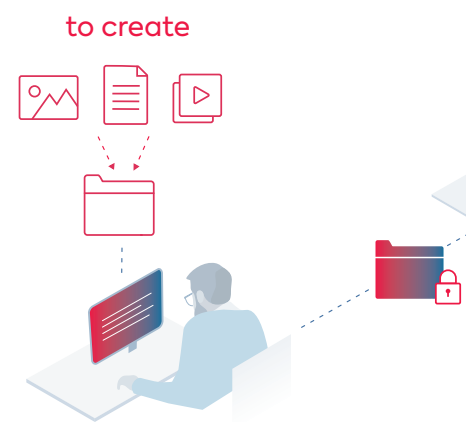
All components are BSI-approved for classified information up to SECRET. It features a full and approved implementation of the fundamental "need-to-know"-principle. SINA Workflow is a solution that meets the specific requirements of handling CI or highly sensitive documents for authorities and industry that are dealing with CI under government security regulations, as well as for all customers who require maximum protection for digital content.

Comprehensive approach finally delivers the benefits of digitalization for classified information

In addition to the integrated security functions, SINA Workflow also provides the evidence trail required by the Federal Classified Information Instruction for CI handling up to the classification level SECRET. SINA Workflow provides both corresponding roles and processes for the secure management of CI up to SECRET and implements

content
to vote

to distribute

to manage and proof

to reject

need-to-know

to register

VS-2020-512

SECRET

VS-2020-512

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VS-2020-511
VS-2020-512
VS-2020-513

to work
together

protection for content on SINA workstations and central storage. SINA Workflow also incorporates important functionality from document and electronic file management solutions as metadata, versioning, an extensive role concept, organiza-tional structures, filters and search functions. The functions go far beyond simple registration and management functions. Users with appropriate permissions for a given document can also edit and read the documents within the high-security environment.

Noticeable reduction in workload with substantially improved convenience

The combination of usability, functionality and security now allows all processes related to highly sensitive or classified documents to be made faster and always available. Users and responsible regis-tration control officers are provided with noticeable relief thanks to the transparent administration functionality.

Benefits

- The only fully digital document management system for classified information up to SECRET

- Combines document management with the regulations for classified information (policies for CI handling)

- Intended by the BSI as the standard solution for digital CI management, including approval up to SECRET

- Use and management with CI content becomes faster, more efficient and more convenient

Less workload – more collaboration

The advantages of digitalization are finally also available for classified documents and highly sensitive content. SINA Workflow offers the ability to create, classify, register, edit, manage, process, decide, proof, protect and distribute securely compliant with CI policy regulations. Integrated into SINA infrastructure components, the user can work in accordance with regulations in a highly secure environment. This speeds up the handling of CI and makes use more efficient.

Collaboration model between public authorities

The "SINA Workflow point of presence model" (see image below) enables secure distribution of CI documents and collaboration beyond an organization.

To ensure this, the organization need to install its own SINA Workflow workstations on the premises of their communication partner. This creates a direct channel of communication between the two partners. Once a document has been finalized or edited by the external partner, users from that partner can be provided with content of the document. Once this information has been acknowledged, the external user can access the content in their own organization. The document can be exported from SINA Workflow and can be processed further in their own system – in accordance with all regulations. Fast, secure, bidirectional, with no need for couriers.

## Components of SINA Workflow

Document management
■ Versioning
■ Metadata
■ Search and filters
■ Roles & rights concept
■ Workflows for distribution and collaboration
■ Order structures and permissions (folder/subfolder/file)
■ Available 24 hours, every day of the year

Regulations/policies
■ Classified information journal
■ "Need to know"
■ Compliance roles
■ Evidence

Maximum security
■ Approved security level (German Federal Office of Information Security – BSI)
■ Implementation of special security requirements
■ Consistent encryption
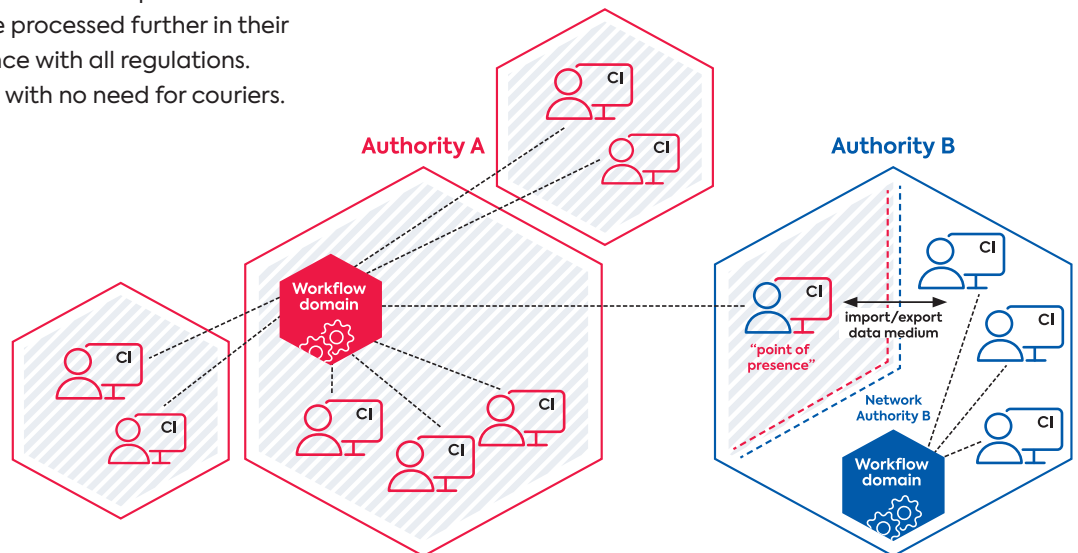
More information:
secunet.com/en/workflow

secunet