

## ODCI – (Office Documents Classification Infrastructure) Bringing IT security awareness to the end-user

The content explosion of the information age has created major security challenges that affect corporations of all sizes particularly in terms of managing the control and flow of documents.

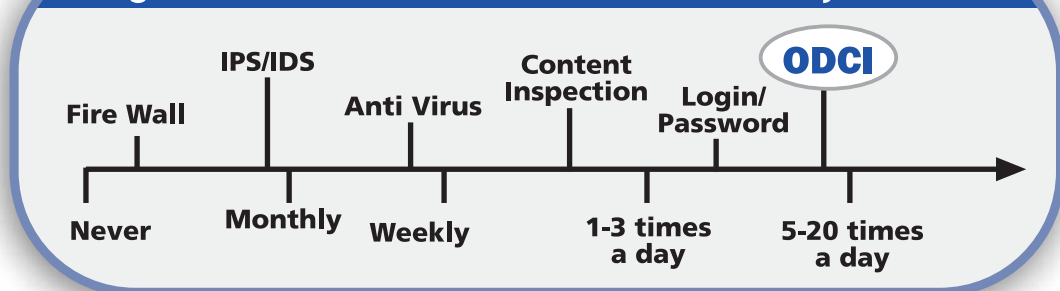


In this context, Information Technology security officers today face two important challenges:

- Raising information security awareness to the level of the end-user in a cost effective way, this is particularly important in a multi-language/multi-national enterprise
- Effective use of a limited security budget

ODCI offers an elegant and novel solution to these challenges with its automatic document classification tool, an extremely lightweight solution (no servers, agents or hardware of any kind is required). The end user, not just the IT related worker, is directly presented with the issue of information classification and security, which raises awareness in a simple, easy to understand and cost effective manner.

**Fig 1: How often end users feel an IT security Presence**



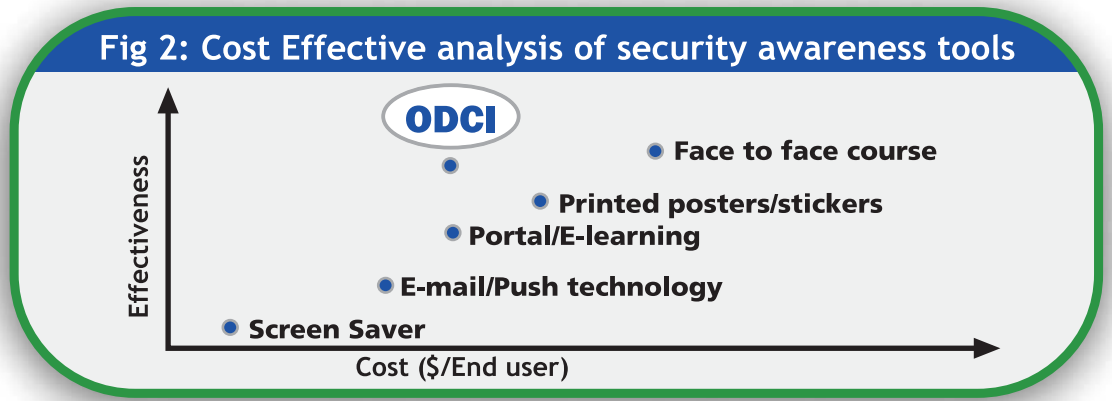
Most IT security technologies have little or no tangible effects on the end user (as demonstrated in Figure 1). When a company installs a new firewall or IPS, the end user is hardly aware of this. The same is true for most of the currently used IT security tools. This brings to the forefront a serious weakness in terms of security awareness.

This weakness is eliminated with ODCI as it transforms security into a cognitive process. ODCI makes the user think about security during the most common day-to-day activity, “generating content”, thus making ODCI the perfect platform for raising security awareness.

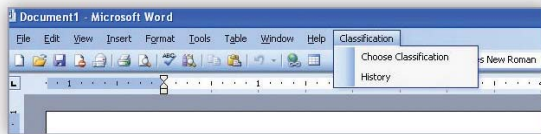
When compared to other security awareness tools, it is clear that ODCI is an extremely cost effective solution (See Figure 2).

Since it naturally integrates with the day-to-day processes of the end user, it is nearly as effective as a face to face course. When a language barrier is presented, ODCI proves even more effective and substantially more cost effective.

Fig 2: Cost Effective analysis of security awareness tools



ODCI is composed of the following elements:



- A set of add-ins for MS Office applications (Currently MS-Word/Excel/PowerPoint). These add-ins create visual and clear labels identifying the classification of the document. These labels are present whether the documents are viewed in digital or printed format.
- The add-ins also create:
  - An audit trail of the classification history: created by, date created, level of classification, etc.
  - Hidden marking to prevent forging attempts.

- A set of tools to collect statistical and detailed information about classification in a given set of documents: web folder, file system etc.
- An interactive portal that offers on-line explanations and examples of organization classification policy. This portal includes the possibility of adding content such as samples and rules-of-thumb for classification. The process of adding content is presented as an hierarchical workflow that provides a complete solution to resolve user queries regarding classification and awareness methodology.

ODCI offers the ultimate cost-effective solution for documentation classification that effectively and significantly raises awareness of information security, and encourages the proper handling of sensitive information.



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