



PolicyHub

Policy Compliance Management Software

PolicyHub enables all departments within an organisation to manage the complete life cycle of their compliance policies and procedures, helping you ensure that staff:

- Read, understand and sign up to the key policies and procedures applicable to their roles;
- Have access to a library of supporting documents;
- Access only the latest document version; earlier versions are securely archived; and
- That you have detailed audit trails and management reporting on policy agreement and understanding, and can identify those who have not complied.

The Challenge

In every country the legislative and regulatory requirements are rapidly increasing; the result is that businesses need proactive management of the processes around their critical compliance documents to be able to demonstrate good governance and mitigate liability:

- To manage the significant and growing number of compliance policies that organisations are required to communicate to staff;
- To avoid compliance and security breaches arising from lack of policy awareness;
- To ensure clear evidence of compliance and best practice to Regulators, Senior Management and Auditors;
- To be able to respond quickly to regulatory changes;
- To identify and address knowledge gaps;
- To reduce operational inefficiency and minimise the cost of all of this.

“ PolicyHub ensures that the right compliance policies get to the right people, that they become accountable by signing up to them and that the entire process is recorded and auditable. ”

The PolicyHub Difference

For the board:

- Clear, demonstrable evidence of meeting governance requirements, reduced risk of reputational damage and regulatory fines.

For compliance and security managers:

- End-to-end control over compliance policy communications and knowledge assessment.

For policy administrators:

- Instant efficiency and cost savings from automating compliance policy life cycle management.



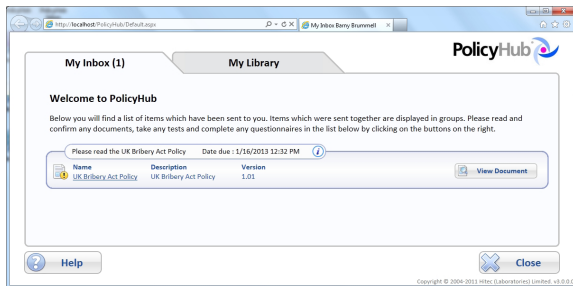
About Information Shield

Information Shield provides time-saving products and services to help build, update and maintain information security and data privacy policies. Based in Houston, Texas, Information Shield has over 10,000 satisfied customers in 60 countries. Information Shield's library of information security and data privacy policies has been in continuous development for 18 years. Information Shield works with leading information security and data privacy experts that have decades of real-world experience and are there to help with every step of the policy development process.

Functional Overview

Presentation of compliance policy documents

- Controlled presentation of documents to employees via links from emails.
- Recorded employee agreement to documents.
- Automatic reminders to employees who have not agreed to documents.
- Access for employees to a personalised policy library.
- Automatic policy presentation when employees change roles.
- Integration with Active Directory & HR systems for defining employee groups.
- Multilingual User Interface.



Policy Creation

- Importing of existing compliance policies held as Microsoft Word or .pdf files.
- Collaborative drafting of compliance policies.

Policy Review

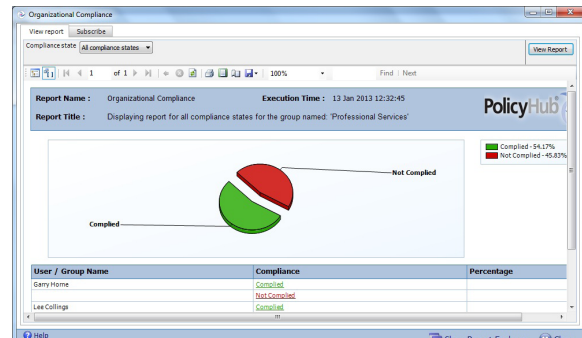
- Automatic reminders to document owners to review compliance policies.
- Workflow processes for approval and sign-off.
- Automated version control.

Testing Awareness

- Optional testing of employee understanding of a compliance policy.
- Variable, per policy pass marks.
- Policy compliance linked to achieving a satisfactory score; re-do facility to improve awareness.
- Option to run tests separately from compliance policy documents e.g. to monitor awareness.
- Surveys for gathering information.

Auditing and Reporting

- Comprehensive reporting, management information and audit trails.
- Textual, numerical and graphical reports on agreement and understanding.
- Automated report scheduling e.g. monthly to managers who subscribe to a report.
- Exportable reports e.g. to Excel or PDF for further analysis of staff compliance.



System Controls

Confidentiality and privacy

- Controls for inter-departmental privacy.
- Different permissions e.g. access to policy folders, authorisation to edit, publish, run reports etc.

Directory Support

- Integration with LDAP, Microsoft Active Directory.
- Ability to assign policies to groups defined by HR or Accounting systems.

Technical Specifications

Server Side

- Dual-Core Intel® Xeon processor; 2GB RAM; min 1024x768; or Virtual Server equivalent.
- Windows Server 2003 SP1 or later, with Indexing Services enabled and Microsoft IIS 6, or Windows Server 2008 with Indexing Services enabled and IIS 7.
- Microsoft SQL Server 2005 SP2 Enterprise or Standard edition with Reporting Services 2005 or Microsoft SQL Server 2008/2008 R2 Enterprise or Standard edition with Reporting Services 2008/2008 R2.
- Microsoft .NET Framework v3.5.
- Microsoft Office 2003, Microsoft Office 2007 or Microsoft Office 2010.

Client Side

- Intel/AMD min 1GHz+; 256MB RAM; min 1024x768; 1GB Hard Disk.
- Internet Explorer 7, 8 or 9, Mozilla Firefox v3.6 or later, or Google Chrome.
- Adobe PDF Reader v6.0 or later (Microsoft Office required if documents are to be viewed in native format).

Deployment Options

Simple to implement and intuitive to use, PolicyHub can be deployed either as an on-site implementation or off-site 'Software as a Service' (SaaS). Both options utilise Hitec's expertise to achieve rapid rollout and are supported by our specialist professional services team throughout.

PolicyHub is owned and developed by Hitec (Laboratories) Ltd (www.hiteclabs.com). Information Shield are an authorised partner of Hitec.