

Electronic Archiving, Document Security, and
Cybersecurity Concepts

Sarajevo (Bosnia and Herzegovina)

12 - 23 August 2024

UK Traininig

PARTNER



Electronic Archiving, Document Security, and Cybersecurity Concepts

Code: IT28 From: 12 - 23 August 2024 City: Sarajevo (Bosnia and Herzegovina) Fees: 9400 Pound

Introduction

Welcome to the Electronic Archiving, Document Security, and Cybersecurity Concepts course, where we explore the intersection of information management, document security, and cybersecurity in the digital age. As organizations increasingly rely on electronic documentation and digital repositories to store and manage their critical information, the need for robust archiving practices and stringent security measures has never been more pressing. This course is designed to provide you with advanced insights into electronic archiving best practices, document security techniques, and cybersecurity principles tailored to safeguarding digital documents against evolving threats and vulnerabilities.

Objectives

- Develop a comprehensive understanding of electronic archiving principles, including metadata management, indexing, and retrieval techniques.
- Explore advanced strategies for ensuring the integrity, authenticity, and long-term preservation of digital documents in electronic archives.
- Learn about the latest encryption technologies, access control mechanisms, and digital signature standards used to secure electronic documents.
- Gain insights into the legal and regulatory frameworks governing electronic archiving and document retention, including compliance with data protection laws.
- Acquire practical skills in conducting risk assessments, vulnerability assessments, and penetration testing to identify and mitigate cybersecurity risks.
- Understand the role of cybersecurity in protecting electronic archives and document repositories from unauthorized access, data breaches, and cyberattacks.
- Collaborate with industry experts and peers to discuss real-world case studies, emerging trends, and best practices in electronic archiving and document security.

Course Outlines

Day 1

Fundamentals of Electronic Archiving

- Introduction to electronic archiving principles and practices
- Importance of electronic archiving in modern organizations
- Overview of electronic archive systems and their components
- Understanding metadata standards and their role in electronic archiving
- Hands-on activity: Exploring sample electronic archive systems and metadata structures



Day 2

Metadata Management and Indexing

- Deep dive into metadata standards for electronic documents e.g., Dublin Core, METS
- Techniques for metadata extraction, normalization, and enrichment
- Indexing methods for efficient retrieval of digital documents
- Introduction to full-text indexing and search algorithms
- Practical exercise: Creating and managing metadata schemas for electronic archives

Day 3

Digital Preservation Strategies

- Challenges and considerations in preserving digital content for the long term
- Overview of digital preservation standards and best practices e.g., OAIS model
- Preservation metadata and its role in ensuring the authenticity and integrity of digital objects
- Techniques for format migration, emulation, and refreshing of digital content
- Case study: Successful Digital Preservation Initiatives and lessons learned

Day 4

Authentication and Digital Signatures

- Importance of authentication in ensuring the integrity and authenticity of electronic documents
- Overview of digital signature technologies and cryptographic protocols
- Practical application of digital signatures for document authentication and non-repudiation
- Standards and regulations governing digital signatures e.g., PKI, eIDAS regulation
- Hands-on activity: Implementing digital signatures using cryptographic libraries

Day 5

Encryption for Document Security

- Introduction to encryption techniques for securing digital documents at rest and in transit
- Symmetric vs. asymmetric encryption algorithms and their applications
- Key management strategies and best practices for secure encryption
- Secure file formats e.g., PDF/A, PGP and their role in encrypted document storage
- Workshop: Encrypting and decrypting documents using encryption software

Day 6

Access Control Mechanisms

- Principles of access control and authorization in electronic document management
- Role-based access control RBAC vs. attribute-based access control ABAC
- Implementation of access control lists ACLs and permissions management
- Integration of access control mechanisms with electronic archive systems
- Case study: Designing an access control policy for a digital document repository



Day 7

Legal and Regulatory Compliance

- Overview of legal frameworks and regulations governing electronic archiving and document security
- Compliance requirements for data protection laws e.g., GDPR, CCPA
- Records management policies, document retention schedules, and audit trails
- Ensuring evidentiary standards for electronic documents in legal proceedings
- Workshop: Assessing compliance with relevant regulations and drafting compliance plans

Day 8

Introduction to Cybersecurity Concepts

- Understanding cybersecurity threats and vulnerabilities in the context of electronic document management
- Overview of cybersecurity principles, including CIA triad Confidentiality, Integrity, Availability
- Introduction to threat modeling and Risk assessment methodologies
- Workshop: Identifying cybersecurity risks and vulnerabilities in electronic document repositories

Day 9

Vulnerability Assessment and Penetration Testing

- Conducting vulnerability assessments to identify security weaknesses in electronic document systems
- Overview of penetration testing methodologies e.g., black box, white box, gray box testing
- Practical application of penetration testing tools and techniques
- Interpretation of penetration testing results and remediation strategies
- Hands-on exercise: Performing vulnerability assessment and penetration testing on a simulated document repository

Day 10

Advanced Topics and Case Studies

- Emerging trends in electronic archiving, document security, and cybersecurity
- Integration of blockchain technology for document integrity and provenance
- Case studies: Real-world examples of electronic archiving and document security implementations
- Industry panel discussion: Challenges and future directions in electronic archiving and document security

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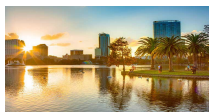


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