

Electronic Archiving, Document Security, and
Cybersecurity Concepts

Kuala Lumpur (Malaysia)

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UK Traininig

PARTNER



Electronic Archiving, Document Security, and Cybersecurity Concepts

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Introduction

Welcome to the Electronic Archiving, Document Security, and Cybersecurity Concepts course, where we delve into the intersection of information management, document security, and cybersecurity in the digital age. As organizations increasingly depend on electronic document archiving and digital repositories to store and manage critical information, the need for robust archiving practices and stringent security measures has become more urgent. This course provides participants with advanced tools and insights into effective electronic archiving practices, document security techniques, and cybersecurity principles to protect digital documents from evolving threats.

Course Objectives

- Gain a comprehensive understanding of electronic archiving principles, including metadata management, indexing, and retrieval techniques.
- Learn advanced strategies for maintaining the integrity, authenticity, and long-term preservation of digital documents within electronic archives.
- Understand modern encryption technologies, access control mechanisms, and digital signature standards used for document security.
- Explore the legal and regulatory frameworks related to electronic archiving and document security, ensuring compliance with data protection laws.
- Acquire practical skills for conducting risk assessments, vulnerability assessments, and penetration testing to mitigate cybersecurity risks.
- Recognize the role of cybersecurity in safeguarding electronic archives and document repositories against unauthorized access, data breaches, and cyber threats.

Course Outlines

Day 1: Fundamentals of Electronic Archiving

- Introduction to electronic document archiving principles and practices.
- The importance of electronic archiving in modern organizations.
- Overview of electronic archive systems and their components.
- Understanding metadata standards and their role in archiving.

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.



Day 3: Digital Preservation Strategies

- Challenges and solutions in preserving digital content long-term.
- Overview of digital preservation standards and best practices, such as the OAIS model.
- Preservation metadata and its role in ensuring the authenticity of digital records.

Day 4: Authentication and Digital Signatures

- The importance of authentication in securing electronic documents.
- Introduction to digital signature technologies and cryptographic protocols.
- Practical applications of digital signatures for document integrity.

Day 5: Encryption for Document Security

- Overview of encryption techniques for securing digital documents at rest and in transit.
- Differences between symmetric and asymmetric encryption algorithms.
- Key management best practices and secure file formats.

Day 6: Access Control Mechanisms

- Principles of access control in document security management.
- Comparison between role-based RBAC and attribute-based access control ABAC.
- Integration of access control with electronic archive systems.

Day 7: Legal and Regulatory Compliance

- Overview of legal frameworks and regulations related to electronic archiving and document security.
- Compliance requirements for data protection laws, such as GDPR and CCPA.
- Document retention schedules and audit trails to support compliance.

Day 8: Introduction to Cybersecurity Concepts

- Understanding cybersecurity threats and vulnerabilities in electronic document management.
- Overview of core cybersecurity concepts, including the CIA triad Confidentiality, Integrity, Availability.
- Introduction to threat modeling and risk assessment.

Day 9: Vulnerability Assessment and Penetration Testing

- Conducting vulnerability assessments to identify security weaknesses.
- Overview of penetration testing methodologies black box, white box, gray box.
- Practical use of penetration testing tools.

Day 10: Advanced Topics and Case Studies

- Exploration of emerging trends in electronic archiving, document security, and cybersecurity.
- Integration of blockchain for document integrity.
- Case studies from industry showcasing effective archiving and document security practices.

Conclusion



By the end of this course, participants will have a robust understanding of electronic archiving, document security, and cybersecurity fundamentals. This knowledge will enable them to effectively safeguard digital documents, ensure regulatory compliance, and develop comprehensive strategies to protect digital repositories and information assets.



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