

Publishing documents without compromising information security

Electronic publication of documents can result in compelling and visually impressive material. However, a number of examples have been found where such documents also mistakenly contained sensitive data that isn't immediately visible to the author or intended readers.

Developing and implementing a document preparation and release process based on these 4-steps can help you to avoid such issues.

1

Consider the information risks

Identify potential information risks relating to the document, the subject matter and the material being used in its creation.

Record what actions are needed during the preparation and release activities to manage this information risks in a way that is appropriate and proportionate.

2

Prepare documents defensively

Convert imported material to a neutral format that mitigates the risks.

Transform extracts to safer format:

- Plain text
- Basic images with appropriate resolution
- Clean tables
- **Check before next step**

3

Check before publication

Ensure that the document preparation and release process (1) has been followed and that the agreed defensive measures (2) have been taken.

Get someone else to do the check and confirm that it is complete.

4

Respond to incidents

Act responsibly on the discovery of an unintentional release and be prepared to admit to the impacted parties that an incident has occurred – being open to those involved is a sign of maturity, not weakness. Take appropriate and proportionate measures to managing any immediate risks. Identify how the incident occurred and implement mitigating actions to reduce the risk of a reoccurrence.

