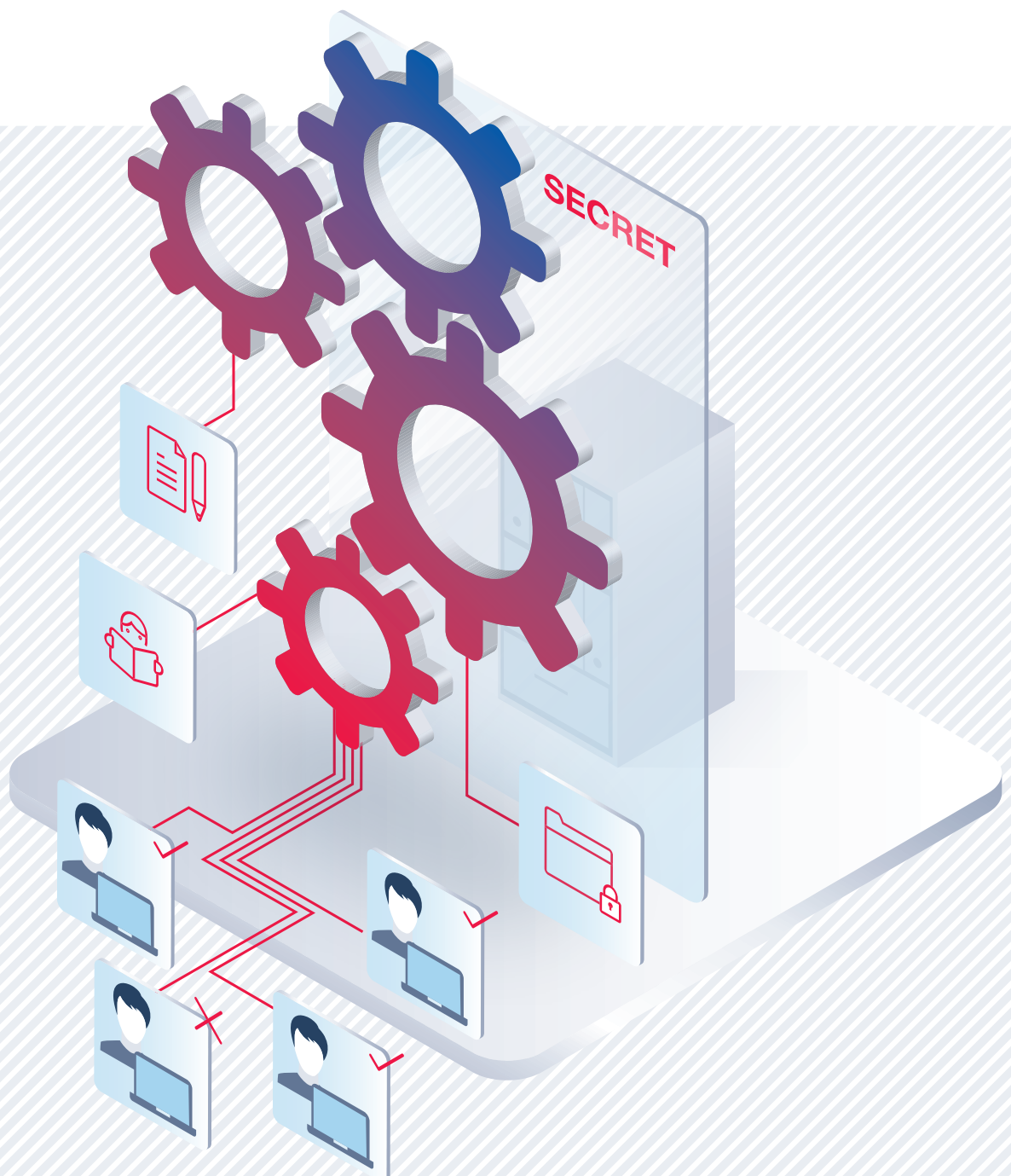# Digital CI processing

Location-independent access to classified information for a modern and mobile workplace

SECRET

The document management system for classified information up to SECRET.

Digital collaboration now possible with sensitive data for the first time

The digitalisation of all processes is an essential part of encouraging cooperation and collaboration – in particular among public authorities. Processes with highly sensitive or classified documents are no exception in this regard. Previously, the implementation of regulations necessitated a seemingly endless number of printouts and manual verification processes. Collaborative working and decision-making based on classified information (CI) was a laborious and sluggish process.

But now, SINA Workflow offers secure digital compartments for handling documents to facilitate collaboration within and between authorities, making a vision of consistently digitalised processes for the handling of CI a reality for the first time.

Why SINA Workflow?

The digital and policy-compliant handling and management of highly sensitive or classified documents can only be achieved with a suitable and comprehensive solution. The user workstation, the back end and the document management solution must be adapted to one another and approved for the required classification level in question. This is the only way that users and institutions can fully digitalise the relevant processes concerned. Integrating the software components (SINA Workflow) into the SINA infrastructure components (SINA Workstation and SINA Box) helps to achieve an **adequate level of security**. SINA Workflow offers all necessary security and verification functions on document-level. All
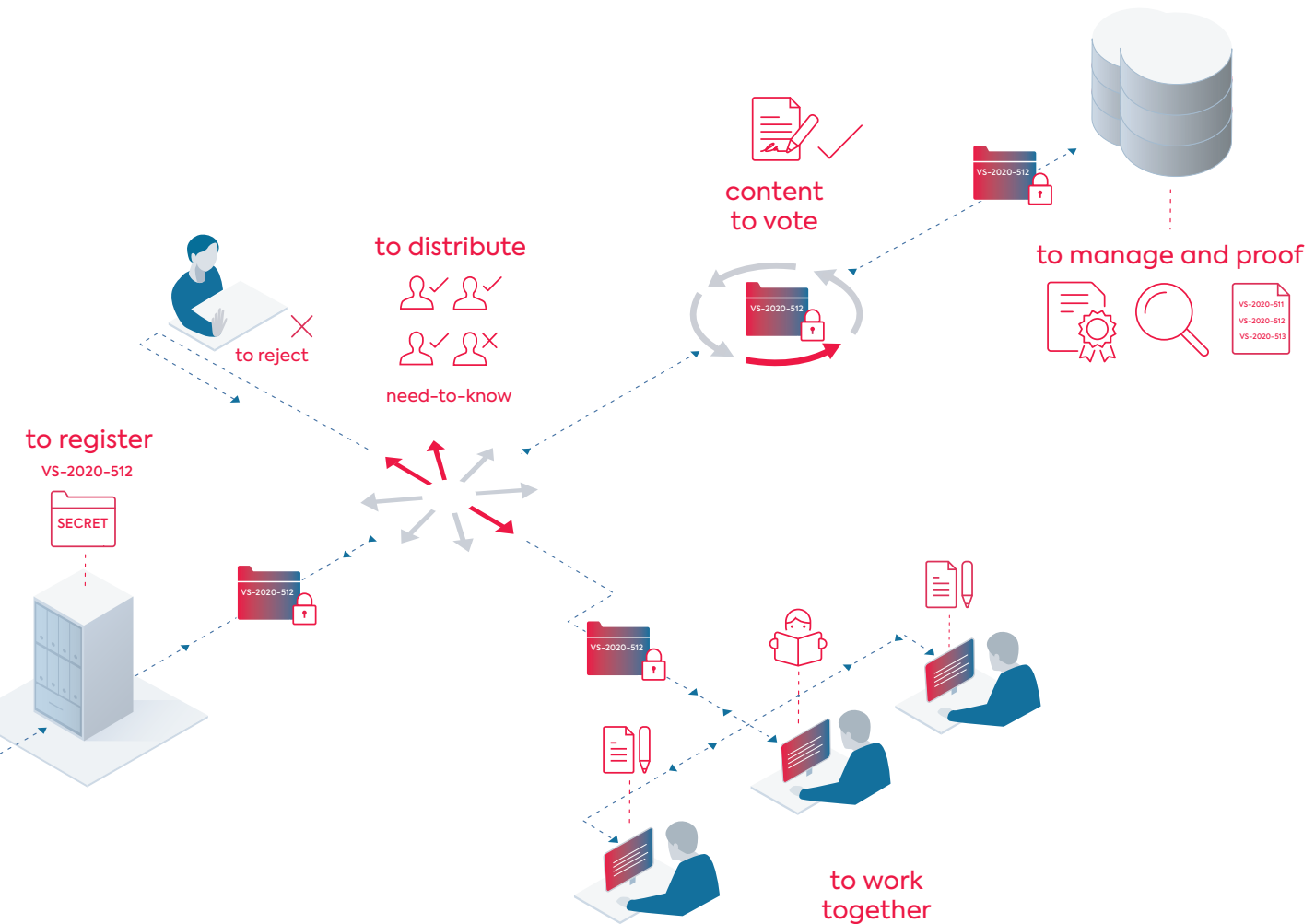
components are BSI-approved for classified information up to SECRET. It features a full and provable implementation of the fundamental "need to know" principle. SINA Workflow is a solution that is centred around the specific requirements regarding the handling of CI or highly sensitive documents for public authorities, industrial enterprises dealing with CI under governmental security regulations and any customers needing to provide maximum protection for digital content.

Comprehensive approach finally delivers the benefits of digitalisation for classified information

In addition to the integrated security functions, SINA Workflow also provides the evidence trail required by the Federal Classified Information Instruction ("Verschlusssachenanweisung", VSA) for CI up to SECRET. SINA Workflow provides both corresponding roles and processes for the secure management of CI up to SECRET

to create

to distribute

content to vote

to manage and proof

to reject

need-to-know

to register

VS-2020-512

SECRET

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to work together

and implement protection for content on work-stations and central storage. SINA Workflow also incorporates many functions from document and electronic file management solutions — metadata, versioning, an extensive role concept, organisation structures, filters and search functions are just some of the functions included. The functions go way beyond simple registration and management functions. Users with appropriate permissions in relation to a given document can also edit and read the documents within the high-security environment.

Noticeable reduction in workload with substantially improved convenience

The combination of functions and security now allows all processes related to highly sensitive or classified documents to be made faster and available 24/7. Users and responsible officers are provided with noticeable relief thanks to the transparent administration functions.

Benefits

- The only fully digital document management system for classified information up to SECRET

- Combines document management with the regulations for classified information (German VSA)

- Intended by the BSI as the standard solution for digital CI management, including approval up to SECRET

- Dealing with CI becomes faster, more efficient and more convenient

Less workload – more working together

The advantages of digitalisation are finally being also made available for classified and highly sensitive documents. SINA Workflow offers the ability to create, classify, register, edit, manage, process, decide, proof, protect and distribute securely in line with regulations. Integrated into SINA infrastructure components, the user can work in accordance with regulations in a highly secure environment. This speeds up the handling of CI and makes it more efficient.

Collaboration between public authorities

The "SINA Workflow point of presence model" (see image below) enables secure distribution and collaboration beyond the limits of the internal organisation.

It involves an organisation installing its own SINA Workflow workstations on the premises of their communication partner. This creates a direct channel of communication between the two partners. Once a document has been finalised or if extra input is required from the external partner, users from that partner can be provided with knowledge of the document. Once this information has been acknowledged, the external user can access the content in their own organisation. The document can be exported from SINA Workflow and can be processed further in their own system – in accordance with all regulations. Fast, secure, bidirectional, with no need for couriers.

Components of SINA Workflow
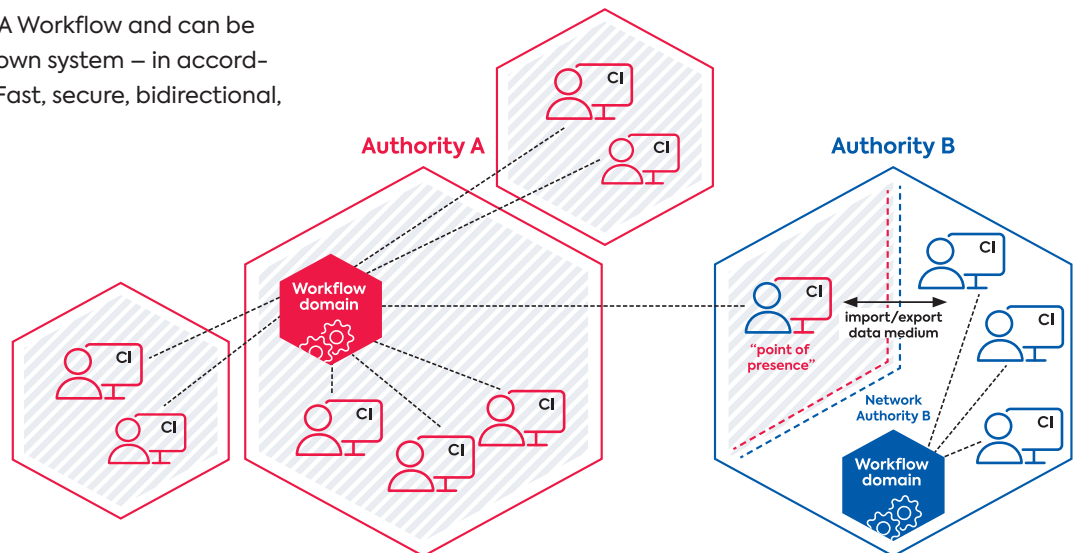
Document management
- Versioning
- Metadata
- Search and filters
- Document roles
- Workflow
- File/transaction/document

Regulations/policies
- Classified information journal
- "Need to know"
- Rights and roles
- Evidence

Maximum security
- Approved security level (German Federal Office of Information Security - BSI)
- Implementation of special security requirements
- Consistent encryption