**Rocket**®software

Rocket Content Services

Information governance, compliance and privacy of personally identifiable information

Deliver the value of information

Rocket Content Services provides an open, flexible, and scalable architecture to manage large volumes of information. It captures, governs, and delivers digital content and assets generated by people, applications, and machines at web-scale volumes and high-performance levels on-demand. Content is managed through its lifecycle and is made available to people and processes wherever and however it is needed.
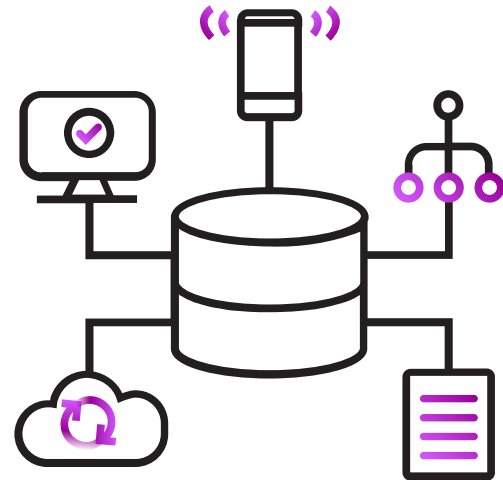
Policy-based governance and compliance

Rocket Content Services provides policy-based, rules-driven governance services to precisely, and securely manage and automate the lifecycle of enterprise content. Its role and user policies govern who can access, view, and modify content. Content policies set rules to automatically capture, classify, encrypt, redact, retain, and dispose of records. This gives users the ability to comply with corporate governance and government regulations such as the General Data Protection Regulation (GDPR) and the California Consumer Privacy Act (CCPA).

Govern and manage critical business records

Records Management establishes policies and procedures for content, and sets the standard for comprehensive lifecycle management of records. It manages human-generated and high-volume machine-generated records in their original format. Time and event-based rules use workflow to automate operational processes (set new retentions, tag records for deletion, and change document categories) to help streamline exception processing and improving response time.

Governance and compliance services

Rocket Content Services, including Records Management and Redaction defines content policies and creates business rules to comply with mandates and regulations. It protects and secures content by encrypting content at rest, redacting personally identifiable data, and providing time and event-based records management.

Obtain a single view of customer records

Records Management uses a Web Services-based user interface, designed for records managers. It serves as the central point of operations where a records manager can list corporate records, define and maintain corporate retention policies, and manage event templates to automate tasks including:

- List all corporate record types regardless of format, creation date or location.

- Define event templates and their parameters used by line-of-business applications to affect retention of individual or multiple records.

- Define and maintain record retention policies using one or multiple disposition rules per policy.

Capture and classify records automatically

Records Management enables single sign-on access to business systems to capture records and place them in predefined or dynamically generated folders. Metadata associated with records is used to identify retention policies, which are then used to determine record classification. This eliminates the need for traditional manual record "declaration" by:

- Automatically capturing invoices, utility bills, and ATM transactions, etc.

- Systematically processing large volumes of scanned, paper-based information.

- Consistently classifying, declaring, and retaining electronic information as records in predefined or dynamically created folders.

Search, browse, hold and preserve records

Line-of-business users have an integrated user interface for browsing and managing automated and predefined folder hierarchies. When combined with disposition automation, reporting, and searching, users have enhanced control and awareness surrounding the hold and disposition process. This enables users to:

- Suspend normal record disposition by setting holds on single and multiple documents.

- Place and describe multiple holds on individual documents with identifying descriptions.

- Automatically resume normal retention activities based on the assigned record retention policy after all holds are removed from a record.

- Search, view, and navigate folder hierarchy to locate records.

Benefits

Less compliance risk
- Information is governed to be secure and compliant with regulations.

Robust compliance programs
- Manage information in compliance with information privacy laws.
- Secure information by encrypting at rest.
- Create and retain records of all types of content.

Streamlined records management
- Enhance corporate accountability by preserving records.
- Provide a single view into business system records.
- Reduce time and resources to manage electronic records.
- Ensure regulatory compliance.
- Minimize risks associated with audit and litigation.

Automated redaction
- Support information privacy by automatically redacting PII and SPI.
- Manage personal data in line with privacy regulations.
- Reduce costs and errors by eliminating 3rd party redaction tools and manual processes.
- Create end-to-end redaction by integrating with content and records management processes.
- Reduce the risk and cost of regulatory compliance.

Audit records management process

All activities in Records Management are tracked and logged. This ensures that all record changes, holds, and dispositions are documented and available in case of litigation or audit.

Protect data privacy and reduce compliance risk

Rocket Content Services is a native software application that provides policy-based, rules-driven full, and partial redaction. It masks personally identifiable and sensitive information stored in the Mobius content repository from unauthorized viewing. It also masks private content that has been federated into a single view by Rocket Content Services.

Achieve compliance without increasing costs

Rocket Content Services can redact personal and sensitive information from any file format including but not limited to AFP, Excel, JPEG, PCL, PDF, TIFF, Word. It can be deployed on-premises, on private or public cloud, or in a hybrid environment. This gives users the flexibility to mask personal and sensitive data regardless of file format and storage location. Rocket Content Services eliminates the need to purchase 3rd party redactions tools, duplicate content to mask personal data or migrate it to another system protecting content from unauthorized viewing and, complying with data privacy regulations.

Comply with policies, laws and regulations

Rocket Content Services includes predefined personal and sensitive content sets. It also allows for any other pre-defined textual information to be redacted.

- Full name
- Home address
- Email address
- Digital identity
- Date of birth
- Birthplace
- Genetic information
- Login name, screen name, nickname, or handle

- Telephone number
- Social security number
- Tax identification number
- Financial account number
- Passport number
- Vehicle registration plate number
- Driver's license number
- Credit card numbers

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