
Are We Safe?

5 Questions to Ask About Your Agenda Building and Sharing Solution for Elected Boards

Protecting communication between elected officials and administrators requires a different level of security. Board, council, and administrative team members are among the most attractive targets for hackers and other bad actors, given the sensitive information they possess. When board or council members and administrators regularly use personal email to share agenda materials and communicate about their organizations' most sensitive topics, they put their organizations' information at significant risk.

A secure agenda solution allows you to maintain control over confidential communications, distribute documents and files for faster and easier preparation for meetings, and ensure a rapid response during crises. But not all solutions are created equal. Look for the following when evaluating options in the marketplace:



1. Is Information Encrypted?

Encryption translates “plain text” data into a cryptographic key, a string of characters to protect information in transit. The most effective way to achieve data security, encryption is an essential part of any agenda portal. Why? Because sensitive data in transit is increasingly more vulnerable to phishing attacks, password hacks, and other potential breaches.

Your agenda solution should protect documents and attachments with state-of-the-art security infrastructure and encryption. ISO 27001 certification is the gold standard for information security.



2. Are Platforms Integrated?

When sensitive information “lives” in different places—including emails, administrator devices, and disparate systems—security problems increase. Boards and administrative teams can gain significant benefits from an agenda solution that offers annotations, secure file sharing, data storage, and more from a single platform.

Organizations should consider solutions that connect their file-sharing systems, board management software, policies, and so on. It’s important that a solution provides an efficient, dedicated channel and pulls all sensitive updates and documents out of cluttered channels that are not secure, like email.

Does it have a secure meeting workflow—a workflow tool that allows permissioned users to collaborate on documents and presentations within a secure, encrypted environment?



3. Is the Solution Easy to Use/Adopt?

To ensure director adoption—and data security—make sure your agenda management solution:

- Mirrors the ease, functionality, and design of everyday tools and systems
- Enables real-time updates and notifications
- Supports agenda and document access across groups (e.g., committees, full board or council, executive team, or the public)



4. Does It Minimize Weak Links?

Many devices are stolen each year. This has the potential to allow access to confidential information. Devices may also be shared by family members who could open email attachments or pick up a document from the printer.

It only takes one incident to cause irreparable harm and potential legal or financial damage. Make sure your agenda solution:

- Gives administrators the ability to remove access to secure files and data remotely
- Is backed by immediate support to help mitigate breaches
- Requires password for access
- Can be accessed online with supporting documents without the need to print



5. Does It Meet the Standards of Your Security Team?

Actively engaging your IT team in the selection process benefits everyone in terms of protecting sensitive data—and safeguards your organization against unnecessary liability.

Specific to a secure agenda solution, IT professionals will ask about:

- ❑ **Access and authorization:** What kind of control will administrators have over access rights and locations—for instance, can they restrict or disable user access and restrict certain documents to only those with confidential access levels?
- ❑ **Discoverability:** How will data be retained and deleted?
- ❑ **Redundancy:** Is data backed up across remote, geographically dispersed locations? Does the provider offer real-time, 24/7 intelligence on data performance?
- ❑ **Customization:** Can the solution be tailored to the board or council's needs—for example, in areas such as password strength and lockout policies?

Information officers and IT administrators also need to know if the solution's provider:

- ❑ Invests in cybersecurity research and development
- ❑ Is transparent about security processes, such as system monitoring, breaches and resolution, protection of servers and routers, and screening for new hires
- ❑ Regularly conducts penetration testing to keep up with evolving threats
- ❑ Provides training and customer support—for example, helping a board member who is locked out of the system because of a forgotten password

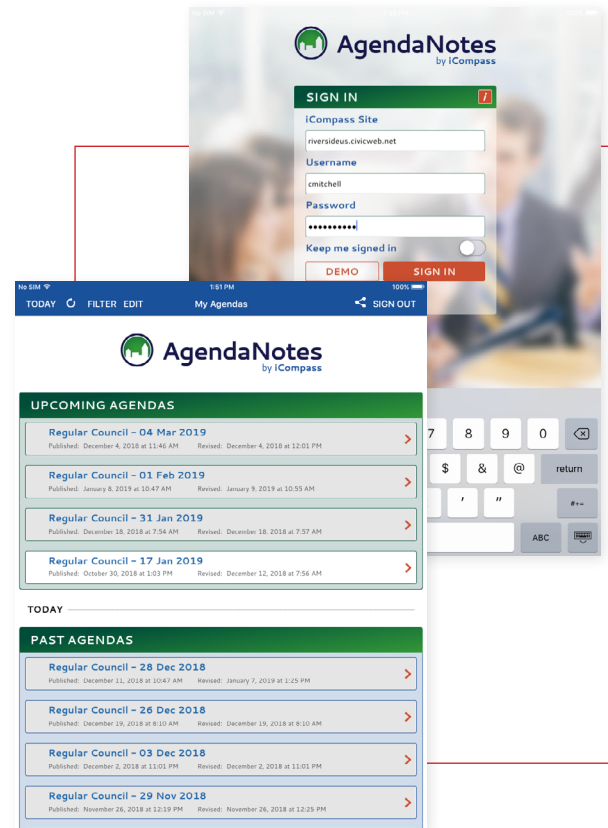


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Learn more about iCompass' Secure Agenda Collaboration Tools:

iCompass' Secure Agenda Collaboration Solution provides boards and administrators with secure alternatives to email and the ability to collaborate on highly sensitive documents and workflows.

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