



The Anatomy of a Secure Document

Do you know what's protecting your documents at every stage of their lifecycle?

U.S. Data Breaches

average cost: \$10.28 Million in 2025¹

30% of breaches involved a third-party²

44% involved ransomware³

Every electronic document carries risk. These five layers of security work together to protect your information from creation to archive.

Physical Security	System Security	Application Security	Data Security	Transmission Security
Secures data in physical locations	Secures platforms that store/manage documents and data	Secures tools used to access documents	Protect document content	Protect documents during sharing or transfer.
Facility Access, Storage Safeguards	Role-based Access Control, Audit Logs	Activity Monitoring, Feature Controls	Encryption, Retention Rules, Classification	MFA, Link Expirations, Download Restrictions

Privacy Settings: The Hidden Layer

Privacy can be applied at the following layers:

Organization Level	Enterprise-wide policies, compliance, and governance
Group Level	Department or team-based access
Project Level	Access tied to specific initiatives or teams
User Level	Individual permissions and identity verification
Document Level	Who can open, edit, download, or share
Field Level	Mark or restrict sensitive data inside a document

How Sys.tm® Simplifies Data Security

Sys.tm® brings all five layers of security into a single, intelligent platform. With built-in encryption, granular access controls, automated retention rules, and complete audit trails, it helps organizations protect information without slowing down productivity.



AI-driven classification and extraction



Secure Cloud storage with role-based permissions



Automated compliance readiness



End-to-end auditability across your information lifecycle

Ready to strengthen every level of your security? Sign up for a free 30 day trial at: www.sys.tm/signup

¹ Retrieved from: <https://www.ibm.com/reports/data-breach> ^{2, 3} Retrieved from: www.ts.ny.gov/system/files/documents/2025/06/maguire-verizon.pdf