

# Learn How to Share Securely

Know what to look for in a file sharing service.

1

**Look for security and privacy certifications.**

Choose a platform that complies with industry standards for security and privacy, and has third-party certifications—such as ISO 27001 and ISO 27018—to prove it.

2

**Evaluate end-user experience.**

The key to IT oversight is platform adoption. Learn what people are using—choose the service that provides the best combination of enterprise-grade security and usability.

3

**Don't compromise on data reliability.**

Look for a service that maximizes data availability and protects against data loss with state-of-the-art systems that provide frequent, redundant backups across multiple geographies.

4

**Insist on data encryption.**

Data should be encrypted at all times—while resting on the server and while in transit to and from the server. Look for industry-standard encryption protocols, such as Advanced Encryption Standard (AES) (256 bits) and Transport Layer Security (TLS).

5

**Look for APIs.**

Developers use Application Programming Interfaces (APIs) to interact with other company's apps and services. To make it easy to integrate a sharing service into your workflow, look for a solution that offers APIs for the apps you use.

6

**Control access to files.**

Choose a solution that provides management and authentication controls—such as Single Sign On (SSO) and Identity Management (IDM)—to ensure file access can be granted by individual and group.

7

**Incorporate security management.**

Integrate your sharing service with your security analysis and Data Loss Prevention (DLP) tools to ensure your security team is notified—and/or sharing is blocked automatically—before confidential data, such as credit card numbers, is exposed.

8

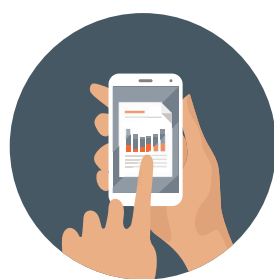
**Put controls to the test.**

Explore the interaction between the service and your company's day-to-day administrative, security, and workflow practices to ensure data flows quickly, smoothly, and unimpeded. After all, a sharing solution succeeds when it accelerates workflow.

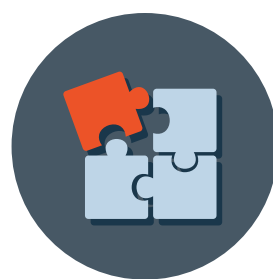
## Quick Tips



Inspect security and backup practices



Consider end-user experience



Explore app integrations



Determine day-to-day impact