



File Sharing Summary

Lockbox Pty Ltd

File sharing of electronic information with clients and business associates is an important collaboration process in any business. Lockbox provides a simply practical solution incorporating world's best security technologies and web based administration control to ensure file sharing and collaboration is simply achieved with your information remains secure for your protection.

Executive Summary

File sharing is a common need in any organisation with information needing to be shared internally and externally to improve the information flow, save time and money and increase overall collaboration and productivity of employees working with clients and business partners. Information to be shared is typically created in electronic format on a computer in various formats with the most common including word, presentations, worksheets or specific built applications incorporating databases.

This information is commonly stored internally on a LAN with easy access for employees when logged in at the office and by using various VPN solutions when they are telecommuting or working remotely. Traditionally though, employees need to interact with clients and business partners and need to share some of this electronic information with them. Traditionally they use any combination of the below:

1. **Email** – by attaching the file to an email and sending it to the relevant person
2. **FTP** - using in-house or external file transfer systems
3. **Internet solutions** – use hosted service offerings available on the internet
4. **Remote PC** – take control of a 3rd party PC to collaborate
5. **CD/USB** – copy the electronic information on a CD or USB (media) and manually deliver it or use a courier to deliver it. This at least alleviates issues with any of the above methods.

Each of these solutions works but in an Internet age where it is more important than ever to keep information secure, the limitations and security issues of these solutions may not meet the “Just in Time” need for information nor ensure that the information is kept private and secure at all times.

The intent of this paper is to discuss these methods with particular consideration to security and hence provide you some insight into how a “secure file sharing system” can assist your clients and your business.

Firstly ask yourself these questions:

1. Does my current method of sharing files work as **simply** as I would like all the time?
2. Is it OK that the **wrong** person or organisation might receive this information?
3. Is it OK that there is a **delay** in receiving this information – either from your side or their side?
4. Is it OK with my client or business partner if another **non-trusted or unknown party** receives or can read this information?

If the answer to any of these questions was NO.....read on and remember

Your information is **ONLY SECURE** until it is not, there are no second chances and you only find out after it is too late!

Current Technology Issues

The 5 methods mentioned above have a number of issues around ease of use and security of your or your information. In summary:

1. **Email** – is not secure as anyone can intercept and view the information let alone the issues of wrong email addresses or files too large to email
2. **FTP** – can be difficult to set up, lack business attributes, open your network to third parties and generally do not encrypted your information from prying eyes.
3. **Internet solutions** – hosted offerings available on the internet that generally do not encrypt your information and rely on email with links to notify the recipient to pick up the information
4. **Remote PC** – takes time to set up, requires the remote PC to be available and online and not in use when you want to transfer the file.
5. **CD/USB** – copy your electronic information on a CD or USB (media) and manually deliver it – meaning your information is in the hands of a third party.

If you consider your information and your customer's information important you may like to consider a different approach to sharing this important information.

Lockbox

Lockbox is simple, secure and effective way for clients or business associates to share electronic information with you on a regular basis. Implemented using “**world's best practices for security**” and developed by globally recognised experts in their field to protect your information, it is the best way to securely exchange electronic information with your clients and business associates.

Lockbox

Lockbox has been designed from the ground up by cryptographic experts to provide a simple and secure system to share files. Designed to meet the stringent requirements of large corporate organizations and packaged with simple access and administration control, it is viable for businesses of all sizes.

Lockbox combines Public and Private Key Infrastructure (PKI) packaged to ensure you can simply share files and manage who has access to these files at any time.

Offered as an online service it means your IT team can concentrate on core projects, having the confidence that the information collaboration between your company and business associates and clients is simple and secure.

With many unique features, lockbox is the solution of choice for accountants, bookkeepers, graphic designers, medical researchers and company secretaries. Lockbox is offered in variety of product packages to deliver value and functionality to this wide range of industry segments and their applications.

Features Summary

Fast	Files compressed prior to transmission, and no need for expensive high speed link, and files are available as soon as you've finished uploading – no need to wait.
Large files	No practical limit to file size for transferring
Secure	Files encrypted on your PC and while in storage, shared and private box options to ensure only the right people have access to the information. Digital certificates ensure that all parties are secure.
Practical	Annotation of files for simple messaging explaining what the file is about.
Simple	Centrally hosted service avoids any IT hassles, with standard browser or Java access, works with PC, Mac, Linux, Internet Explorer, Firefox, Chrome, Safari with no software installation needed, and no firewall modifications.
User friendly	Easy to user web and standalone versions with intuitive interface and business functions to enhance your collaboration of information.
Intuitive	We have full support for folders and multiple files which makes exchanging all kinds of information very intuitive and natural. There is no practical limit to the number of files which can be exchanged.
Trust model	Members of a box can all read/write/update delete content, no-one else can. Ideally you should have as many boxes as you have trusted relationships, and you can add or drop who has access at any time
Control	You have complete control on who has access to your information and box.
Awareness	Clear configurable notifications as to who has received what and when.
Storage	You can use your lockbox to store information offsite as part of a business continuity strategy. Ideally you would have a private lockbox for your information, and other lockboxes for exchanging information with clients and business associates.

Compare technologies

Below we provide a general overview of technology functions

	USB Courier	E-mail	Web SSL / FTP	Remote PC	LockBox
Near Realtime	No	Maybe	Yes	Yes	Yes
Time Saver	No	Maybe	Yes	Yes	Yes
Compressed files	No	No	Yes	No	Yes
Encrypted prior to transit	No	Maybe	No	No	Yes
Secure in transit	Maybe	Maybe	Yes	Maybe	Yes
Secure on server	No	No	No	No	Yes
Private encryption keys	No	No	No	No	Yes
Client Side digital certificate	No	No	Maybe	No	Yes
Files signed (non repudiation)	No	No	No	No	Yes
Automated Notification	Maybe	Maybe	No	No	Yes
Long term storage	No	Maybe	No	No	Yes

Simply put, if you care about your information and your clients and or business associates information, lockbox is for you.

We are compiling a paper titled Secure file sharing and file collaboration that explains the security aspects of existing methods further and provides detail on the technology used by Lockbox to secure your information.

We will forward this document when it is available. In the short term if you have any questions, please contact us.