



HORNETSECURITY

FACT SHEET

# ARCHIVING

Ensure the long-term, unalterable and secure storage of critical business information, data and files.

According to the GoBD, business emails must be archived for a certain retention period and be available for the relevant authorities to inspect. Secure and reliable storage is also essential for later access to important information.

Archiving ensures legally compliant, fully automated and audit-proof email archiving.

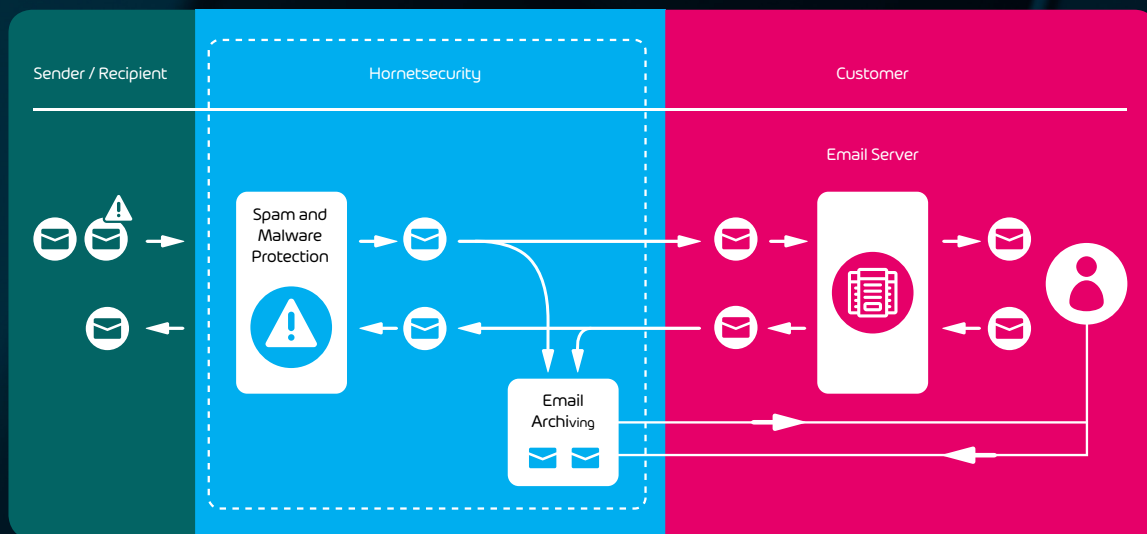
## Key Facts:

 **legally compliant**

 **fully automatic**

 **audit-proof**

## INTEGRATION OF ARCHIVING IN THE EMAIL MANAGEMENT SYSTEM



## COMPREHENSIVE FUNCTIONS FOR SECURE AND LEGALLY COMPLIANT EMAIL STORAGE:

**Encryption of the transmission path between archive and mail server via TLS:** If supported by the mail server, the data is encrypted via TLS during transport to protect against changes to the contents and attached files.

**Automatic archiving, unchanged and unchangeable:** In accordance with the audit-proof archiving, all incoming and outgoing emails are automatically stored in their original form directly on arrival and dispatch in Hornetsecurity's computer centers.



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## COMPREHENSIVE FUNCTIONS FOR SECURE AND LEGALLY COMPLIANT EMAIL STORAGE:

**Exclusion of individual users from archiving:** For example, the works council is excluded from automatic email archiving in order to comply with data protection guidelines.

**Regulate storage periods:** Set the archiving period to anything between 6 months and 30 years to meet data protection requirements for different areas. For example, the retention period for application mailboxes can be limited to 6 months.

**Extensive full text search in the archive according to numerous criteria:** Individual search criteria such as date, sender, recipient and subject can be used to narrow down search parameters and to precisely determine the messages you are looking for and find them more quickly.

**Audit log/audit trail:** Logging of all accesses to the email archive. This contains, among other things, the login name and IP address of the user and cannot be edited or deleted. The audit log can be viewed by the administrator at any time.

**Audit access with 4-eyes principle:** The archive access via audit access grants the auditor temporary access. When the check is complete, administrators have access to the revision log where they can see which data has been viewed.

**Retrieval and recovery of archived emails:** If a user's emails are accidentally deleted on the mail server, they can be delivered again from the archive.

**Marking of private emails by users:** Protection of personal emails against access by auditors; they can only see the subject.

**Archiving of internal emails (optional):** Internal archived emails are stored in an audit-proof manner from the time of archiving and are searchable and retrievable like incoming and outgoing emails.

**No access to content for administrators:** Administrators do not have access to the archived user emails. Only metadata can be viewed.

**Substitute regulation:** A user can allow another user to access their email archive.

**Post-archiving of older emails through import function:** Emails and their attachments can be imported from other databases into Hornetsecurity's email archive, whether in .pst or Outlook format.

**Export of archived data possible at any time:** The entire email archive can be exported easily and at any time.

**Unique assignment of archives for changing email addresses:** If a user receives a new email address, the archived messages can be assigned to this new address so that the user can continue to access the data.

**Unicode capability:** Emails are saved in their original format, the encoding is not important. This applies to different languages and characters as well as to encrypted messages.

**25 GB storage space per user included:** Each user has access to an archive size of 25 GB, which is valid for the entire archiving period. The archive volume actually used is averaged over all users of a customer.