

## SOLUTION BRIEF



# Boardroom

### KEY CHALLENGES

- Confidential board documents and processes must be accessible by directors in various locations
- Board books, minutes must be compiled / distributed quickly
- Traditional document distribution can be costly, time-consuming
- Business environment demands accelerated decision-making ability
- Data breaches pose enormous risk to directors, executives, corporation

### BRAINLOOP SOLUTION

- Centralized, secure repository ensures immediate, secure access
- Board books can be easily collated, distributed
- Strict access controls ensure document confidentiality and protection
- Online voting, acting by proxy and ad hoc meetings accelerate decisions
- Best-of-breed security with advanced document encryption, Microsoft RMS, operator shielding, SOX-compliant audit trail

### BUSINESS BENEFITS

- Boardroom activities are kept confidential
- Boardroom document management is simplified
- Boardroom is open 24 / 7, enabling faster decision making
- Full audit trail reduces risk of exposure

Board directors and corporate executives who drive high-level decisions need secure access to extremely confidential information – without compromising security and exposing the corporation or themselves to risk. Board directors in various locations or time zones create logistical challenges for both the directors and the individuals who administer boardroom activities. In this highly mobile, highly regulated environment, board directors need an efficient, flexible and secure way to collaborate and direct corporate affairs – all while ensuring strict corporate governance requirements are met.

### A Better, More Secure Boardroom

The Brainloop Secure Boardroom™ is used by corporate boardrooms worldwide to ensure effective, efficient and secure boardroom communications. The Web-based, on-demand secure work space is designed specifically to meet the unique needs of corporate boards and executive teams, and combines the highest levels of security with ease of use. With the Secure Boardroom, all stakeholders can access and manage confidential documents and boardroom processes easily and safely. Boardroom documents are encrypted and located in a central, secure vault and are protected by strict access controls.

### Driving Board Decisions Quickly and Securely

Directors and corporate executives need to collaborate on corporate issues and make crucial decisions that fit with their busy schedules. They can't be encumbered by complicated software, and they need to know that all their board activities stay confidential at all times.

With the Brainloop Secure Dataroom, the arranger can:

- Access board books, minutes and archived documents
- Respond to action items quickly
- Vote on issues, either synchronously or asynchronously
- Allow an assistant to act by proxy

## SOLUTION BRIEF: BOARDROOM

### RESTRUCTURING PLANS REMAIN CONFIDENTIAL WITH BRAINLOOP SECURE BOARDROOM

Recent high-profile cases about large boardroom leaks underscore the critical need to keep boardroom activities nailed tight. Recently, a large financial institution did just that, ensuring that a significant restructuring plan didn't make front page news before its time.

This institution had already experienced minor third-party data security leaks and knew all too well what was at stake. So, before the restructuring approval process began, the company implemented the Brainloop Secure Boardroom. All restructuring plans and decisions were kept completely confidential, and a detailed audit trail ensured top security. Board members were able to review documents from anywhere / anytime; make decisions; and expedite the restructuring quickly, efficiently, safely – and most of all, securely.

The restructuring process went so well that this institution is now going to use the Brainloop Secure Boardroom to manage all its boardroom activities.

### ABOUT BRAINLOOP

Brainloop is the leading provider of software solutions that enable the secure management of confidential documents anytime, anywhere. Brainloop Secure Dataroom is a hosted service for managing, sharing, and collaborating on confidential documents, using best-in-class security. For more information, visit [www.brainloop.com](http://www.brainloop.com).

### Simplifying Boardroom Management

Legal counsel and corporate secretaries face unique challenges when managing and distributing a large number of boardroom-related documents quickly, efficiently and securely.

With the Brainloop Secure Boardroom, counsel and administrators can:

- Create, compile and deliver board books easily
- Notify board directors of changes and ad hoc updates
- Eliminate unencrypted emails or delivery services
- Meet strict documentation and compliance requirements

### Brainloop Secure Boardroom Features

#### • Document / Board Book Delivery and Distribution

All documents and board books are accessible to board members 24x7, from anywhere in the world

#### • Strict Access Control

Permission levels are easily set by the administrator; Microsoft RMS integration protects documents even if they are saved to a laptop

#### • Resolutions / Voting

Synchronous or asynchronous voting can be done in the virtual boardroom; this feature supports voting by proxy

#### • Document Creation / Modification

Documents can be easily added or retracted in real time by legal counsel and / or corporate secretaries

#### • Intuitive Interface

Extremely easy to use; no training or software required

#### • Audit Trail and Archiving

Tamper-proof audit trail of all user actions, and powerful archiving for backup and document retention

#### • End-to-End Security

Best-in-class security provided through two-factor authentication, policies and permissions defined at the user level; 128-bit SSL transmission encryption, operator shielding and a secure datacenter project