

Know Your Records (KYR)

Are we meeting regulatory obligations? How do we know?

Records management just got more challenging. Escalating volumes of financial services regulation, and complexities surrounding the intersecting worlds of records, data, privacy and security, have put age-old manual processes and outdated systems to the test. The frequency and severity of enforcement fines proves that they are failing to deliver on compliance.

In the past, Records Managers have focused primarily on the source of records and the formats they are stored in, where and for how long. Retention schedules have been set, but in many cases records have been retained far beyond regulatory requirements, in case they are needed at some point in the future for compliance or litigation purposes.

Today, with the enforcement of new regulations governing the use and management of personal data, disposition obligations are now as risk-laden as retention. Crucially, Records Managers must understand which records contain personal data, how it should be managed (within or separate from the record), and how it should be handled in transit as it crosses from one jurisdiction to another.

When regulatory investigations arise, this information must be known, audited and evidenced.

Which aspects are most challenging?

- having visibility of compliance status across the enterprise
- maintaining single inventory for required records
- keeping up to date on regulatory change
- understanding how regulatory change impacts specific business areas, processes and policy
- creating and distributing policy consistently, across all lines-of-business and jurisdictions
- establishing compliant cross-border practices
- accelerating e-discovery and managing legal holds
- reducing recordkeeping compliance costs



Managing regulatory compliance of your records, with CUBE

Since 2011, large financial institutions have been choosing CUBE to ensure recordkeeping compliance.

What is CUBE?

CUBE is an enterprise-scale regulatory intelligence platform that automates the process of managing regulatory change.

Delivering exceptional value

- › the world's richest source of global financial services regulatory intelligence
- › intelligent, automated mapping of all regulations to your records and data, identifying those relevant to your firm, across all jurisdictions
- › deep insight into the compliance status of all records, policies and controls enterprise-wide
- › automated regulatory gap analysis, pinpointing the impact of regulatory change on your recordkeeping, in real time
- › consistent application of the right compliant action, at the right time, across the enterprise

Underpinned by Artificial Intelligence (AI), Machine Learning (ML) and Natural Language Processing (NLP), CUBE delivers exceptional automation of the entire information compliance lifecycle.

CUBE's view: our best practice information governance framework

CUBE has devised a 4-step information governance framework to ensure compliance.

Policy Processes

- establish and maintain visibility of regulation and obligations relating to your business
- define internal retention rules required to adhere to these obligations
- publish retention schedules for consistent guidance to the business

Inventory Processes

- establish and document where information assets identified within schedules are produced and maintained, within the business and its applications

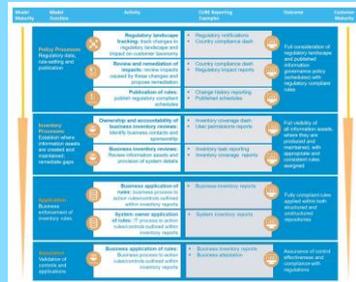
Application

- ensure that the business observes these rules and enforces policy consistently

Assurance

- undertake appropriate assurance and validation of controls, and application of rules

CUBE's Records Management Framework details actions required within each process, provides examples of CUBE reporting capabilities and highlights achievable, compliant outcomes.



[Email us to learn more about CUBE's best practice Information Governance Framework](#)

The CUBE solution: key features

CUBE is a purpose-built Regulatory Technology (RegTech) solution, designed and engineered by experts in information governance, records management and financial services regulation.

- › **day one insight** into the regulatory requirements relating to your records and data
- › **automated capture of regulations** from all regulatory bodies across the globe
- › **exceptional global coverage** 180+ jurisdictions, country, federal and state, and 60 languages
- › **consistent classification** of all regulatory requirements
- › **fully-automated mapping** of regulation to your business, jurisdictions, policies and controls; know where areas of non-compliance or sub-optimal policy lie, and how to remediate
- › **fully-automated schedules and application of policy**; create and distribute compliant global and jurisdictional policies, by line-of-business and process

- › **single view of inventory** with centralized oversight
- › **24/7/365 monitoring** of updates in rules, regulations, enforcement data and trends
- › **real-time notifications of regulatory change** at both records and data level, across multiple languages and all jurisdictions
- › **fully-automated gap analysis** to understand the impact of regulatory change, as it happens
- › **360-degree visibility of compliance risk**, via customizable graphical dashboards, compliance heat maps and dynamic custom reports
- › **defensible audit trail**, with defined policy owners and permissions, automated change tracking and capture of decision rationale
- › **deep regulatory insight** via the CUBE Knowledge Base, enriched with a vast range of regulatory intelligence resources
- › **24/7 'Ask an Expert'** support from CUBE's in-house team of regulatory specialists

How does CUBE ensure information asset compliance?

CUBE's origins lie in enterprise-scale content and records management. Our deep-rooted experience, combined with our expertise in regulatory data and AI, has enabled CUBE to design, build and deploy regulatory intelligence and regulatory change platforms that deliver compliance peace-of-mind for large multi-jurisdictional financial institutions.

For these firms, specifically in relation to governance of information assets, no other solution can offer

- **rule types spanning the entire regulatory spectrum for records and data, not just retention** – the rule types provided by CUBE (see right) deliver a highly granular view of records compliance, and visibility of the impact on your own business
- **rule recommendations at all levels** – business, process and records – with a defined workflow for review, approval and distribution
- **visibility of all records mapped to customer-specific taxonomies**, and suggested rules
- **clarification around contradictory regulations** e.g. retention versus data privacy and protection, providing a clear basis for the application of rules
- **custom taxonomy views** based on your individual requirements and business functions, e.g. information security globally, or records management at a jurisdictional business level
- **technology-enabled connectivity and policy management** – federated infrastructures accessing CUBE regulatory intelligence, and enabling compliance on a global and local basis
- **enterprise-scale** mapping of regulation to each and every record
- **a single view of regulatory impact across the enterprise** and reporting on both existing compliance and ongoing certification,



CUBE rule types for records

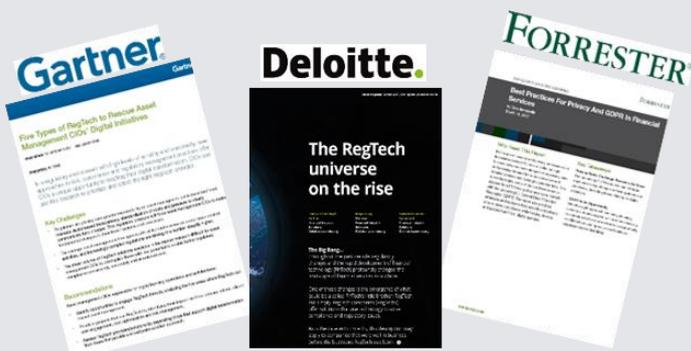
CUBE's rule types span the entire regulatory spectrum for records and data.

Rule types include

- Accessibility
- Creation
- Cross-border
- Destruction
- Format
- Limitation
- Location
- Movement
- Privacy
- Protection
- Retention
- Signature/Authenticity
- Submission
- Visibility

Retention types include

- **Exact** – retain information for a period of time and destroy it at the end of that period
- **Maximum** – retain information for a maximum period of time
- **Minimum** – retain information for a minimum period of time
- **No Longer than Necessary (NLTN)** – retain information for no longer than is necessary, for the purpose for which it was created, and to destroy it at the end of that period



Two million customer staff consume regulatory intelligence, in 180 countries and 60 languages, powered by CUBE



About CUBE

CUBE is globally recognized as the market leader in regulatory intelligence and regulatory change management for governance of information assets in financial services.

- Founded 2011
- Offices in New York, London, Paris, Melbourne
- Purpose-built Regulatory Technology (RegTech)
- Serving Tier 1 global financial institutions and multi-state US banks
- 2 million users consuming regulatory intelligence, powered by CUBE
- 180 jurisdictions
- 60 languages
- 24/7 follow-the-sun support



MEDICI & EY 2018 report 'A Global View of RegTech Innovation'



CUBE ranked since 2016



Top Performer 2016 | 2017 | 2018



WINNER: Best Compliance Solution



2017 Global Directory

Book your 10-minute discovery call to find out how CUBE will work for you
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