

A guide to:

Legal compliance automation

through document template management

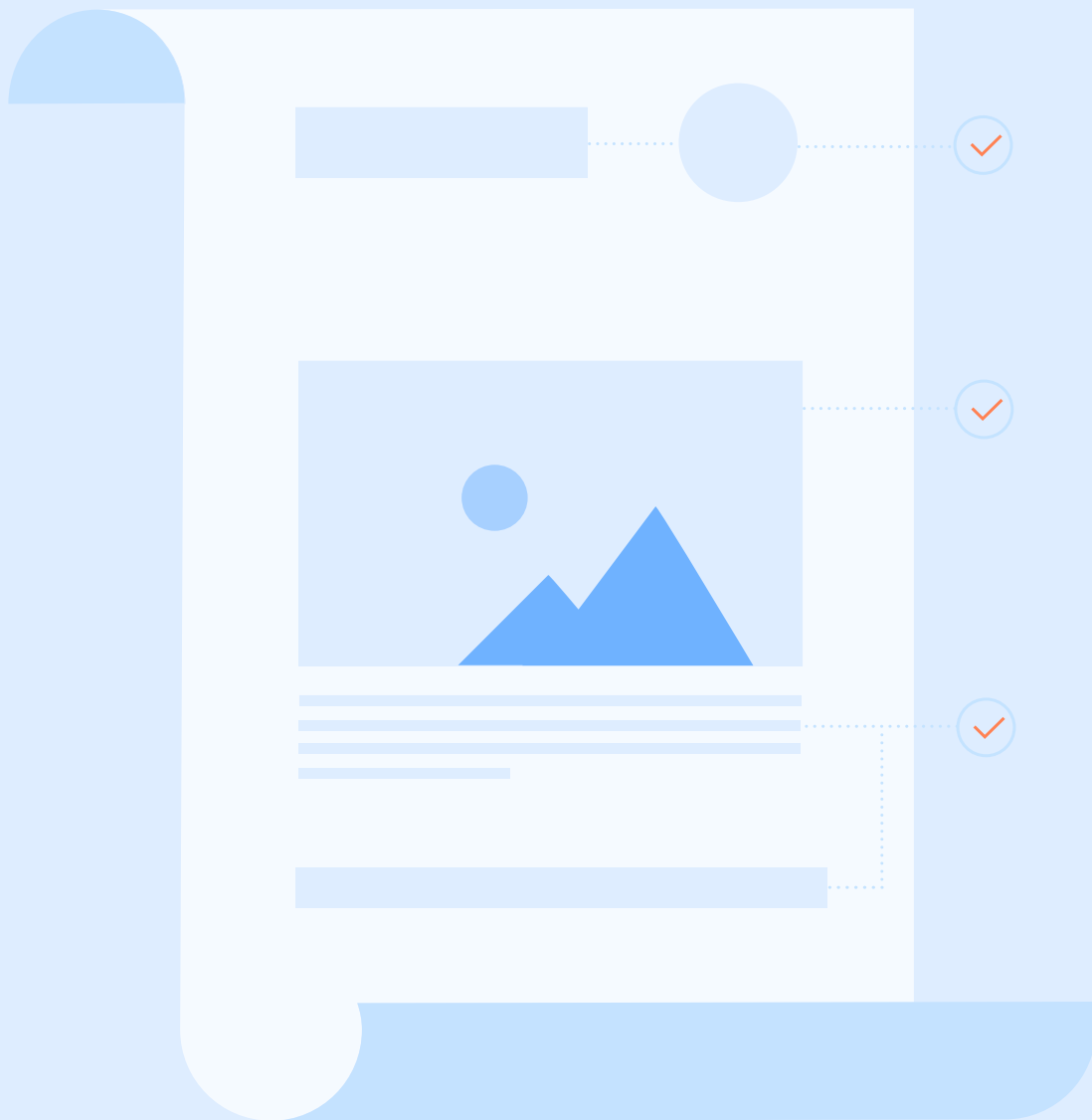


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Introduction

The new legislation is coming at a huge cost

CCPA is coming, bringing with it legal updates that must be executed across multiple departments of your organisation.

GDPR already caused a huge endeavour for companies doing business with the EU, they were faced with large numbers of legal updates across many areas of the business. But that was just the beginning - legal updates will keep coming, such as the California Consumer Privacy Act (CCPA), which will impact many areas of your business, including every document your company uses.

Manually updating these documents is vitally important, but also can be a nightmare for admins and IT support.

According to a TrustArc [survey featured by TechRepublic](#), 88% of respondents say they need external help to understand what exactly they need to do to get in line with the CCPA.

These external costs, such as legal advice and technical consultations, can quickly stack up, especially when there are numerous manual stages to the updating process.

Cost of expenses:
\$1 Million+

71% expect to spend more than \$1 million to implement CCPA rules.

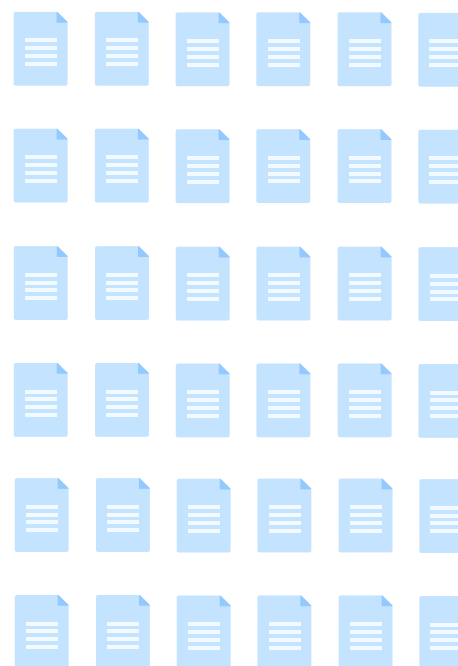
Source: Privacy Compliance Company TrustArc. (TechRepublic 2019)

Difficulties of maintaining legal compliance

Every document template containing legal information will need updating, which is a slow, manual, inefficient and expensive process for most companies.

Some legal updates will impact every document used in your company, and manually updating these is a nightmare for admins and IT support. This hits the business and the departments responsible.

Maintaining legal compliance is perceived as strenuous, due to ineffective and cumbersome processes and technological fixes. It is also riddled with unforeseen costs due to company time spent and consultancy fees. Outdated and ineffective update processes put companies at risk of not correctly applying the legal changes necessitated by new legislation, furthering the risk of legal incompliance.



Why would companies run the risk of non-compliance?



Time pressures

Companies prioritize delivering products and services on time, meaning small details and legal changes do not take priority when working to deadlines.



Additional costs

Major legal changes present extra expenses, such as hiring consultants and external services to ensure compliance, which can cost millions of dollars.



Limited resources

Updating document templates is a specialist job, and there is often a backlog with the necessary teams, for example, IT maintenance.



Outdated processes

Manually updating legal changes across every document template is a slow and ineffective process, prone to human error.

Mitigate risk with centralized document automation

Document automation tools are an integral part of any enterprise tech stack, especially with major legal changes on the horizon.

Every document used by companies contains legal risk. Companies can mitigate the risk of documents being non-compliant through using platforms that allow centralized automation of legal updates for document templates and email signatures. Through these, both employees and organizations can be sure the documents being used are compliant, regardless of legal changes.

Templafy is a more efficient way

There are now technologies that eliminate the manual processes of legal updates that affect entire organizations, such as GDPR (Europe) or the upcoming CCPA (California Consumer Protection Act), providing optimized workflows for legal, compliance and procurement departments in large enterprises.



“

We know that all employees have access to updated and correct templates, and we save time by having our templates available when needed... We are able to ensure that all disclaimers and general terms and information are updated on a regular basis.

”

Caroline Wilander
Marketing Manager, BDO Norway

Templafy automates new legislation updates in documents and emails

Major legislative changes are on the horizon with Brexit and CCPA coming soon. Having a reliable process for updating legal disclaimers in company documents and emails is a priority for many large organizations.

Document template automation alleviates cost and resource issues usually associated with legal updates across business and legal documents.

Templafy streamlines the process of updating legal disclaimers and email signatures across organizations. As a centralized template management system, Templafy provides a platform that can manage and distribute instant updates to document templates, including legal disclaimers and other relevant legal information.

Automation removes the manual work associated with updating individual documents that is undertaken by IT departments, because the text for legal disclaimers is updated from a central location, and distributed immediately to all users globally. Through using Templafy, changes resulting from Brexit and CCPA can be quickly and efficiently implemented in company documents. With Templafy in place, other legal updates in the future will be similarly manageable.

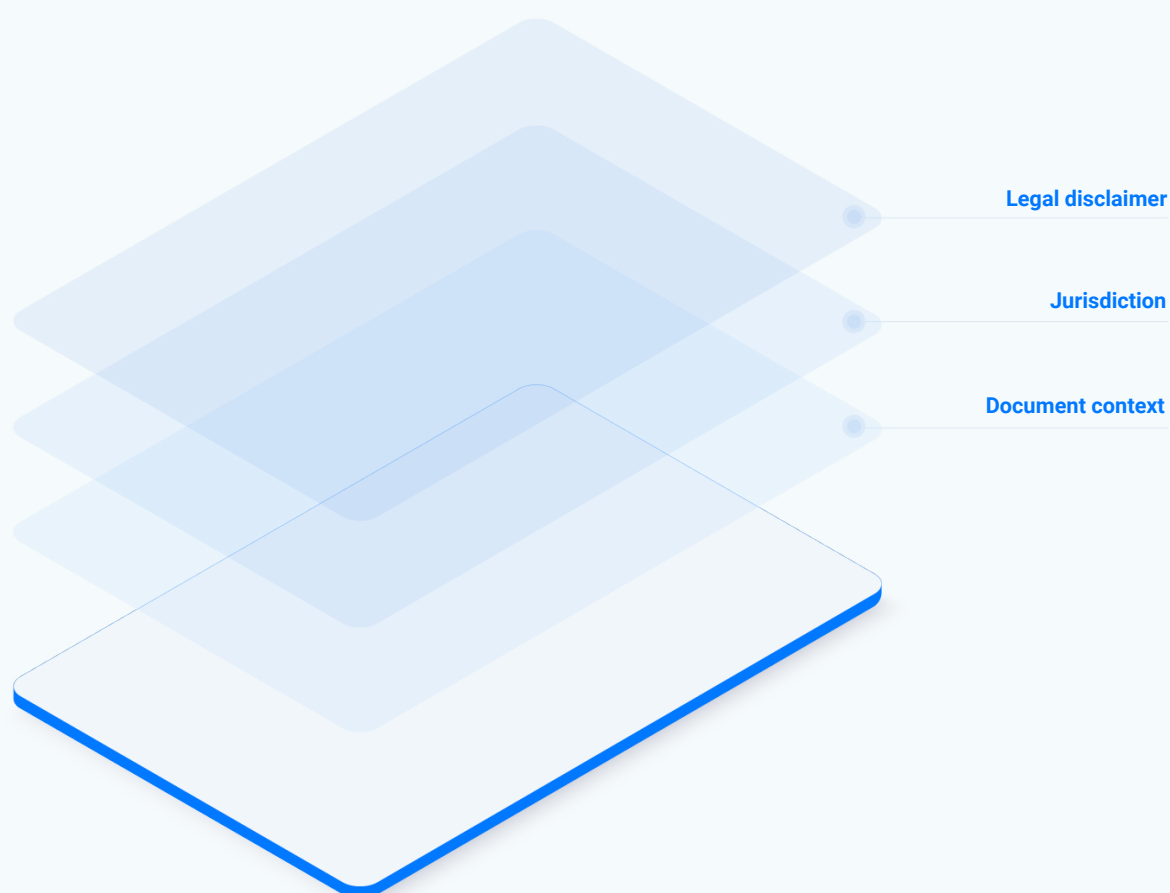
95%

of the IT teams' involvement in
deploying company content is
reduced with Templafy



Source: The Total Economic Impact™ of Templafy, a June 2019 commissioned study conducted by Forrester Consulting on behalf of Templafy

Automation enables compliance in documents and emails



Based on meta-data, employee user-data and integrations with existing technology and apps, document templates are auto-populated with up-to-date legal information, ensuring consistency across the company. These templates are efficiently updated and distributed through cloud-based IT infrastructures.

Through the network effect created by a centralized-hub model, administrators no longer need to monitor individual outputs for compliance, and end-users are secure in the knowledge their documents are legally correct as they are using document templates with automated compliance.



Secure and efficient optimization

Microsoft Azure is where Templafy is hosted, as its extensive security features mean businesses can trust that their information is kept confidential and secure.



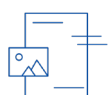
End-user benefits

Faster production of compliant documents as employees trust they can access and use the correct legal content for their region, office and language.



Department benefits

Relevant departments can control instant distribution of updates without hassling IT. Complex legal documents can be built easily with a few clicks where departments require it.



Company benefits

Global real time distribution of legal documents from one central location mitigates the risk of incompliance, and leads to an increase in employee productivity.



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Templafy is a valuable solution for any public or private sector organization looking to govern and streamline employee communications created in Microsoft Office 365 applications in the cloud or on premise.

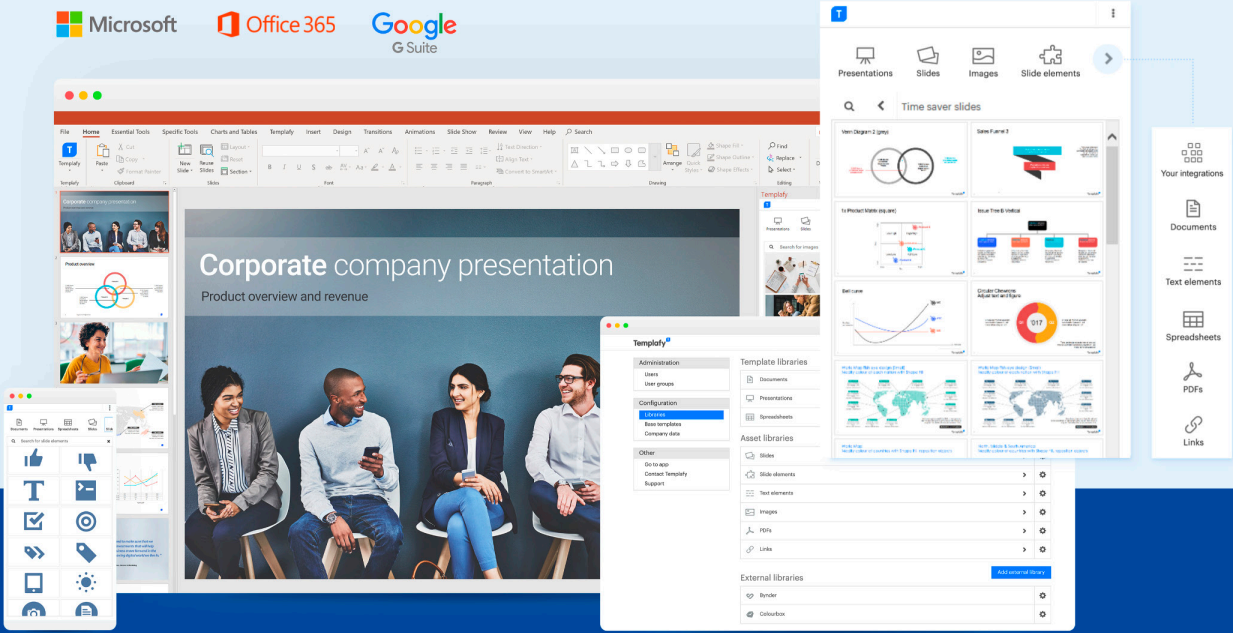
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Mark Walton

Office Marketing Group Lead, Microsoft NZ

Interested in getting started with Templafy?

Get in touch



Templafy

Learn more at templafy.com