

Theme of final qualifying work: "Protection of documents in a trade organization (for example, LLC "Torgservis ", Pyatigorsk)"

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Information about the customer organization: Limited Liability Company "Torgservis", Pyatigorsk

The urgency lies in the fact that in small organizations the document flow is often threatened. LLC "Torgservis" deals with working with personal customer data and owns commercial information. The organization has two documents - paper and electronic and three main threats, such as: the threat to integrity, confidentiality and accessibility for them are relevant, therefore the issue of developing recommendations for the protection of documents in a trade organization is an example of Torgservis LLC.

Objective: to develop recommendations for the protection of documents in the trade organization LLC "Torgservis", Pyatigorsk

Tasks:

- to characterize the structure and subject area of activities of LLC "Torgservis";
- Briefly give a description of the unit;
- to analyze the hardware and software in the organization LLC "Torgservis";
- to characterize the information flow of the enterprise;
- to characterize the methods, tools and / or systems of information security of the enterprise;
- to develop recommendations for the protection of documents in the organization LLC "Torgservis".

Theoretical and practical significance of the research.

The theoretical significance of this research is as follows:

- analyzed information threats in the flow of documents of the trade organization;
- considered the theoretical basis for the protection of electronic and paper documents;
- developed recommendations for the protection of documents in the organization;
- Results of the research: recommendations on the protection of documents in the organization LLC "Torgservis" were developed.

Recommendations:

- Enter user passwords using Windows Server.
- Access control with the help of a system administrator.
- Installing the firewall on the server computer.
- Using the program for analyzing the security of the aircraft.
- Installation of security cameras, to increase the safety of safes in the cabinets "Automation", "Tachographs", "Dispatch".
- Installation of additional safes, for reliable preservation of documents on paper, USB keys, and EDS.
- Installing security detectors, to prevent unauthorized access, in the cabinets with documents.