



### **How to end document chaos, minimize liability risks, and automatically keep track of deadlines.**

**Small and medium-sized enterprises know the struggle:** With every new team member and every new service provider, administrative chaos grows. HR manages employment contracts and visas, Finance needs invoice approvals, and Legal juggles partner agreements. When these highly sensitive documents are shared via email attachments or managed in unstructured tools like Excel and Notion, massive risks arise. Deadlines are missed, and the risk of data breaches skyrockets. What is needed is a central place where all departments can work—securely, structured, and strictly separated.

## 1. One Tool for HR, Finance, and Legal

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KEYLON breaks down information silos without compromising data privacy. The system acts as a central, intelligent document vault for the entire company. The principle of role-based visibility ensures that each department sees exactly and only the documents relevant to them:

- **HR** has access to employment contracts and residence permits.
- **Finance** sees invoices, conditions, and approvals.
- **Legal** keeps track of NDAs and vendor agreements. No contract will ever get lost in a personal email inbox again.

## 2. Never Miss a Deadline Again

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Managing expiration dates ties up valuable resources. KEYLON relieves HR and Finance of this burden through automated, proactive deadline management. Whether it's the validity of a passport, the expiration of a visa, or the renewal notice period of an important partner contract—**the system automatically monitors these dates and reminds the responsible persons in a timely manner.** Especially for third-country nationals with residence permits, where the employer shares legal responsibility, this drastically minimizes compliance risks.



### 3. Integrated Digital Signature – Everything in One Place

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A frequently overlooked bottleneck in everyday workflows: contracts, authorizations, and mandates need to be signed - yet still end up as PDF attachments in email inboxes. KEYLON closes this gap.

**Practical example:** Imagine you manage a department in a mid-sized company. A new employment contract needs to be sent out, and the recipient is working remotely. With KEYLON, you create the contract directly within the platform, automatically set a reminder deadline, and send a secure signing link - encrypted, GDPR-compliant, without a single insecure email attachment. Everything in one place, fully traceable.

The digital signature is fully integrated into KEYLON B2B: create a document, set a deadline, and have it signed - within the same secure platform. No media disruptions, no third-party tools, full legal compliance.

### 4. The "Company Safe" Concept & Absolute Data Privacy

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The security of employee data is the highest priority. KEYLON resolves the tension between corporate compliance and employee privacy through a unique system: Every employee receives their personal KEYLON account. Within this account, the company provides a dedicated "**Company Safe**".

- **Clear Boundaries:** Only work-related documents are stored in this Company Safe. Both the employer and the employee have access to this specific folder.
- **Only You Have the Key:** All other areas of the employee's account remain absolutely private. The employer has zero access to private documents - the separation is cryptographic and completely watertight.



### 5. Elegant Offboarding & Audit-Proof Compliance

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**What happens when an employee leaves the company?** With KEYLON, offboarding becomes seamless and legally compliant: The "Company Safe" belongs to the employer. Upon departure, the company retains admin rights over this safe to comply with the 10-year legal retention period-the folder moves cleanly into the company archive. The former employee retains read-only access ("view rights") to their historical work documents. At the same time, the user keeps their private KEYLON account (on the free Basic tier) and takes all their private data with them. This turns KEYLON from a mere administrative tool into a genuine corporate benefit.

**The Underrated Audit Trail:** Often, no one thinks about comprehensive logging-until an authority or auditor asks for it. KEYLON offers a built-in audit trail that provides tamper-proof evidence of who accessed which document and when. This protects your company during audits and compliance checks.

### Conclusion: Security That Grows With You

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Say goodbye to confusing spreadsheets and unsecure email attachments. With KEYLON, you create an infrastructure that is as secure as a bank vault, yet as easy to use as your favorite app.

**Ready to take your contract and deadline management to the next level?** Let's schedule a short demo call to see how KEYLON. No sales pitch, no pressure.

👉 [Schedule a Demo Call Now | keylon.me](https://keylon.me)