



# How to Develop Your Information Governance Strategy in 4 Steps

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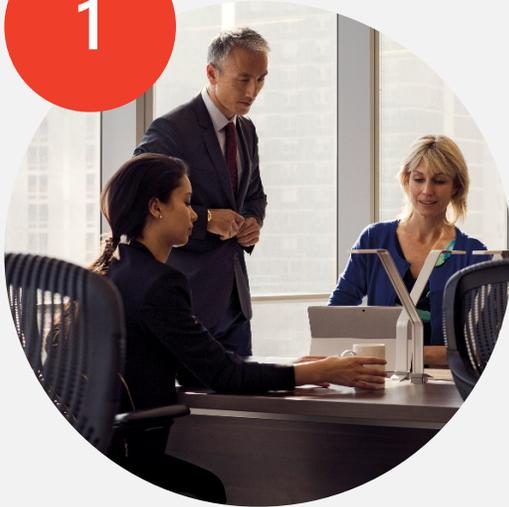
Dux Raymond Sy  
@meetdux | AvePoint  
Microsoft RD + MVP



Unleash the Power of You

# Session Objectives

1



Challenges today

2



What to Govern

3



Develop  
your strategy





# Challenges Today

# How do you manage & protect your important data in a world where...

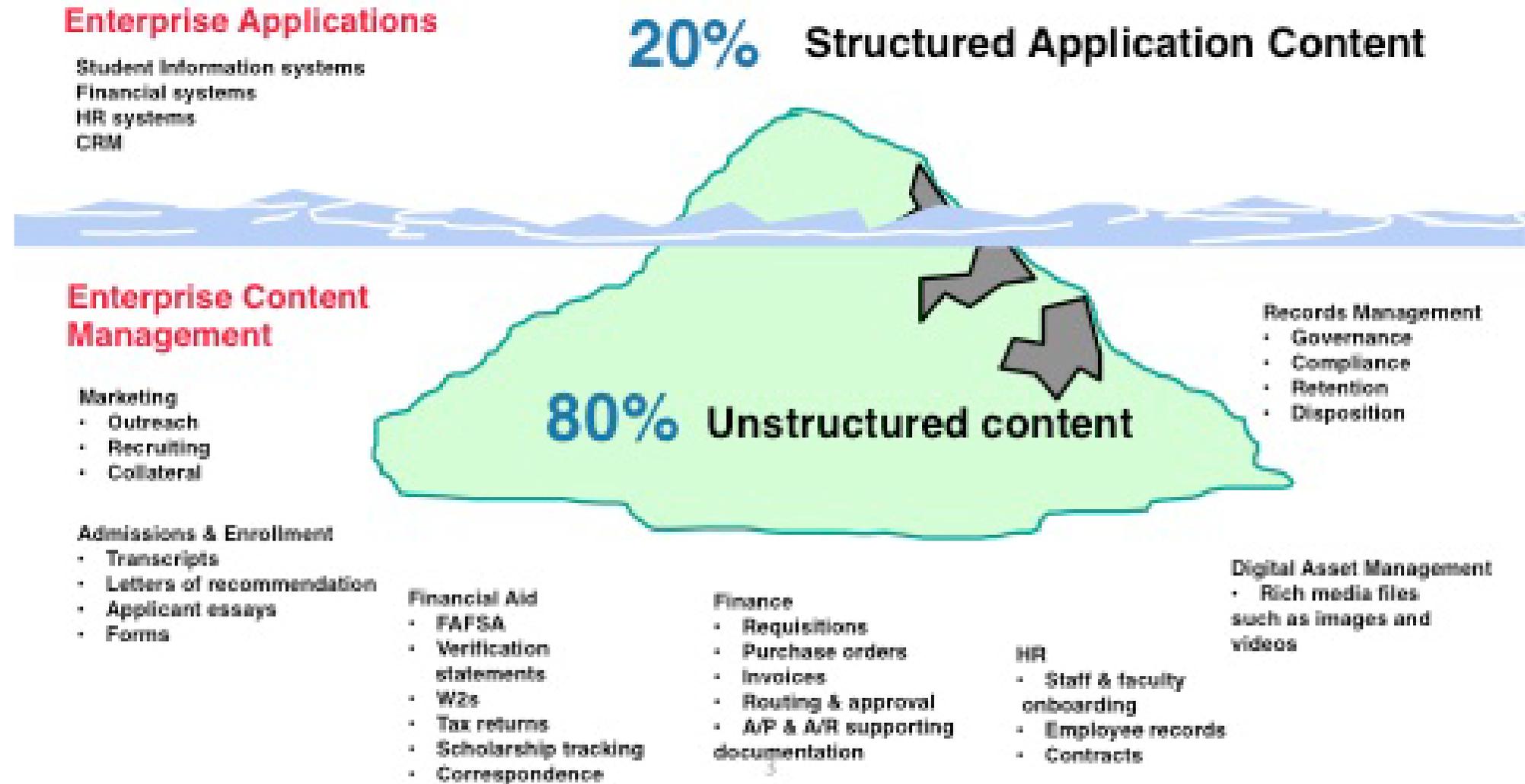
**58 %** of individuals have accidentally sent sensitive information to the wrong person

**81%** of corporate breaches involve weak or stolen passwords

**300k** new malware samples are created and spread every day



# Unstructured content is all over



# NOW THERE'S **FEWER BOUNDARIES**, MORE DATA, MORE COMPLEXITY



# We don't know what we don't know

Dark Data

What is this?

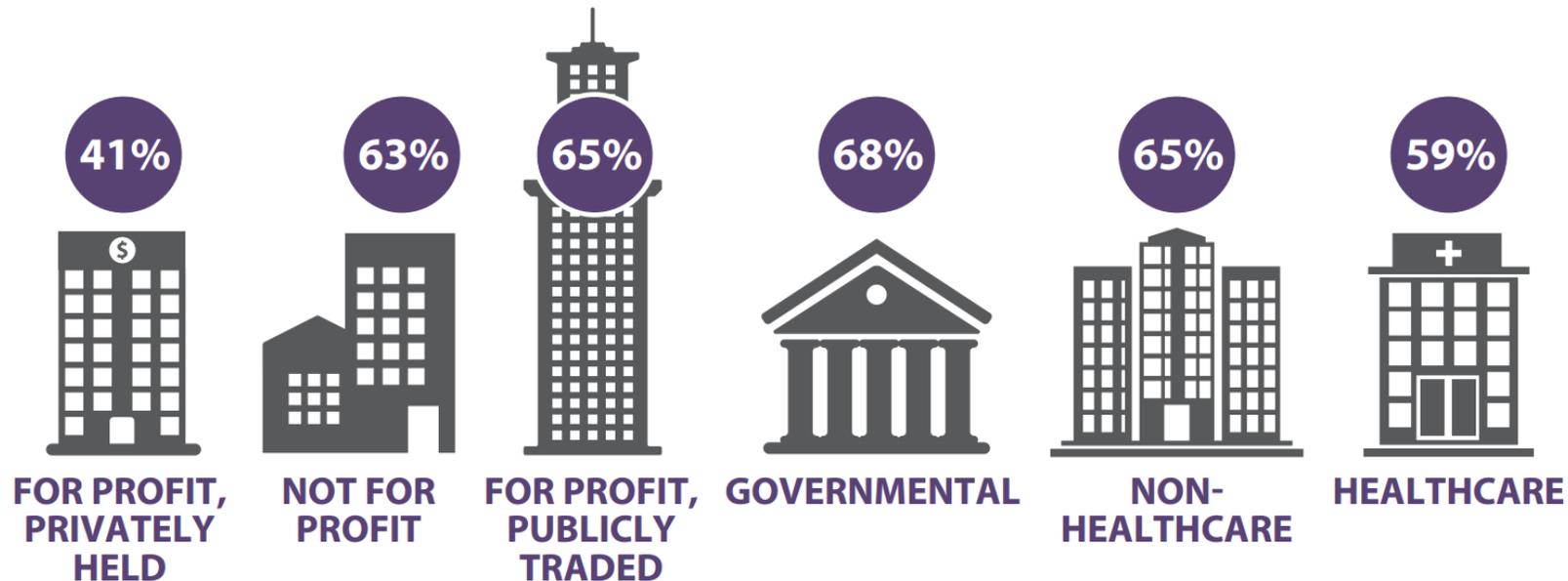
What you need to keep...

What you use...

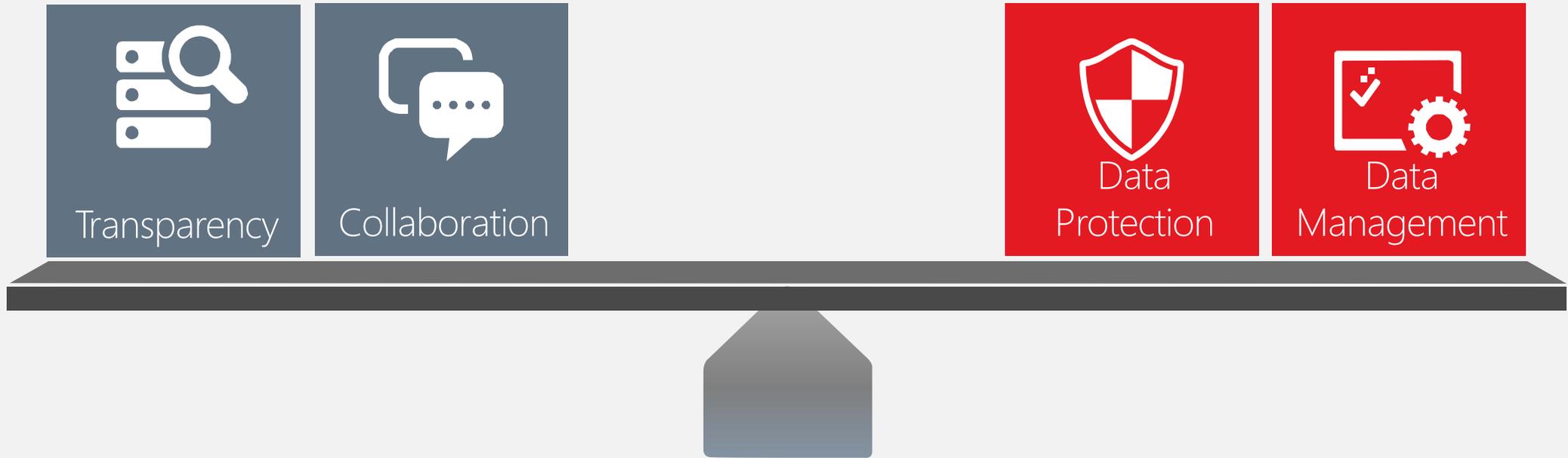


# We need to establish confidence

## Suffered at least one breach in the last year



# Balancing Act





# What to Govern

# Information is everywhere in Office 365

Office 365  
Groups



 Planner  
 Outlook  
 SharePoint  
Online

=

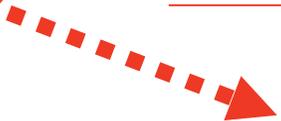
"Outlook  
  
Group"



  
Microsoft Teams

=

"Team"  

yammer<sup>®</sup>  
The Enterprise Social Network

=

"Yammer  
  
Connected"



# Benefits of Good Governance



Repeatable and consistent service delivery



Administrative efficiency



Accurate cataloging & monitoring of adoption, usage and governance attributes for collaboration workspaces



Provable compliance with internal and external policies and regulatory requirements



# Governance Focus



For collaborative workspaces, we want to govern:

How containers are requested, approved and created

*Provisioning*

How are availability, compliance and changes over time are managed

*Management*

How do I retain/expire/dispose of information as appropriate

*Lifecycle*



# Provisioning

How Containers  
are Born

- Sprawl
- Duplication
- Appropriateness
- Convention
- Cataloging



# Management

## Ongoing Operations

- Monitor usage and adoption
- Ensure users aren't doing what they shouldn't
- Quota enforcement
- You're old friend hasn't gone anywhere...



# Information Lifecycle

Retention,  
Expiration and  
Disposition

- How do I know when a Group should be expired
- How do I get rid of it “safely”
- How do I make sure information management policies are enforced?



# MICROSOFT'S INFORMATION PROTECTION – VISION

Common Classification and labeling policies across all Microsoft technologies

**DEVICES**



PCs, tablets, mobile

Windows Information Protection

**OFFICE 365**



Exchange Online, SharePoint Online & OneDrive for Business      Highly regulated

Office 365 DLP

Office 365 Advanced Data Governance

**CLOUD SERVICES, SAAS APPS & ON-PREMISES**



Azure      3<sup>rd</sup>-Party SaaS      Datacenters, file shares

Azure Information Protection

Microsoft Cloud App Security



Develop  
your strategy

# 4 steps to develop your strategy



# Discover and Classify

1



Welcome Home!

# Discover and map



Where is it?



File Share



SharePoint



Office 365



Databases



What is it?

## File Level Analysis



- Redundant, outdated and trivial (ROT) data
- File types (Music, log files, etc..)

## Content Level Analysis



- Sensitive data
- Date Created
- Owner



Who can access it?



Who owns it?



Who can read it?



Who can edit it?



# Example: Duplicate file report

Command Panel	No.	File name	Extension	Path	Created time	Modified time	Last Access time	Size	Owner
Find Master File:	1	DocumentView3270.pdf	.pdf	\\contoso\share\Departments\Eng	2015-06-22-03:45:40:823	2012-11-20-15:58:16:000	2015-06-22-03:45:40:823	30734641	AVE\spadmin
Which properties should be based on?	1	DocumentView3270.pdf	.pdf	\\contoso\share\Departments\Eng	2015-06-22-03:45:43:497	2012-11-20-15:58:16:000	2015-06-22-03:45:43:497	30734641	AVE\spadmin
Created time	1	DocumentView3270.pdf	.pdf	\\contoso\share\Departments\Fin.	2015-06-22-04:01:40:843	2012-11-20-15:58:16:000	2015-06-22-04:01:40:843	30734641	AVE\spadmin
Tag Master Files	2	DocumentView3015.pdf	.pdf	\\contoso\share\Departments\Fin.	2015-06-22-04:01:40:843	2012-11-20-16:17:38:000	2015-06-22-04:01:40:843	156449	AVE\spadmin
	2	DocumentView3015.pdf	.pdf	\\contoso\share\Departments\Eng	2015-06-22-03:45:43:497	2012-11-20-16:17:38:000	2015-06-22-03:45:43:497	156449	AVE\spadmin
	2	DocumentView3015.pdf	.pdf	\\contoso\share\Departments\Eng	2015-06-22-03:45:40:823	2012-11-20-16:17:38:000	2015-06-22-03:45:40:823	156449	AVE\spadmin
filter and fill in action	3	bupers imo command brief 08 nov 12.pp	.ppt	\\contoso\share\Departments\IT\l	2015-06-22-04:02:07:230	2012-11-29-13:07:50:000	2015-06-22-04:02:07:230	2107904	AVE\spadmin
please use filter to find the files you need and fill in the Action and Action parameter, like Delete, Move (with parameter).	3	bupers imo command brief 08 nov 12.pp	.ppt	\\contoso\share\Departments\Fin.	2015-06-22-04:01:39:937	2012-11-29-13:07:50:000	2015-06-22-04:01:39:937	2107904	AVE\spadmin
	3	bupers imo command brief 08 nov 12.pp	.ppt	\\contoso\share\Departments\Eng	2015-06-22-03:45:39:870	2012-11-29-13:07:50:000	2015-06-22-03:45:39:870	2107904	AVE\spadmin
	3	bupers imo command brief 08 nov 12.pp	.ppt	\\contoso\share\Departments\Eng	2015-06-22-03:45:42:713	2012-11-29-13:07:50:000	2015-06-22-03:45:42:713	2107904	AVE\spadmin
	3	bupers imo command brief 08 nov 12.pp	.ppt	\\contoso\share\Departments\Eng	2015-06-22-03:45:45:433	2012-11-29-13:07:50:000	2015-06-22-03:45:45:433	2107904	AVE\spadmin
	4	DocumentViewe8c2.pdf	.pdf	\\contoso\share\Departments\Eng	2015-06-22-03:45:43:823	2012-11-20-17:25:02:000	2015-06-22-03:45:43:823	228976	AVE\spadmin
	4	DocumentViewe8c2.pdf	.pdf	\\contoso\share\Departments\Eng	2015-06-22-03:45:41:120	2012-11-20-17:25:02:000	2015-06-22-03:45:41:120	228976	AVE\spadmin
	4	DocumentViewe8c2.pdf	.pdf	\\contoso\share\Departments\Fin.	2015-06-22-04:01:41:093	2012-11-20-17:25:02:000	2015-06-22-04:01:41:093	228976	AVE\spadmin
	5	Bold Alligator Articles 08FEB2012.doc	.doc	http://contoso/Shared Documents,	2015-01-20-02:17:58:000	2015-01-20-02:17:58:000	2015-01-20-02:17:58:000	94720	
	5	Bold Alligator Articles 08FEB2012.doc	.doc	\\contoso\share\Departments\Fin.	2015-06-22-04:01:39:907	2012-11-30-09:53:18:000	2015-06-22-04:01:39:907	93184	AVE\spadmin
	5	Bold Alligator Articles 08FEB2012.doc	.doc	\\contoso\share\Departments\Eng	2015-06-22-03:45:39:823	2012-11-30-09:53:18:000	2015-06-22-03:45:39:823	93184	AVE\spadmin
Export files to list	5	Bold Alligator Articles 08FEB2012.doc	.doc	\\contoso\share\Departments\Eng	2015-06-22-03:45:42:667	2012-11-30-09:53:18:000	2015-06-22-03:45:42:667	93184	AVE\spadmin
Path of Duplicate Detector: Browse	6	djrs_prfl_v2.docx	.docx	\\contoso\share\Departments\Eng	2015-06-22-03:45:43:463	2012-11-20-22:22:24:000	2015-06-22-03:45:43:463	29903	AVE\spadmin
Duplicated.Document.Detector.Cmd.exe	6	djrs_prfl_v2.docx	.docx	\\contoso\share\Departments\Eng	2015-06-22-03:45:46:230	2012-11-20-22:22:24:000	2015-06-22-03:45:46:230	29903	AVE\spadmin
	6	djrs_prfl_v2.docx	.docx	\\contoso\share\Departments\Eng	2015-06-22-03:45:46:417	2012-11-20-22:22:24:000	2015-06-22-03:45:46:417	29921	AVE\spadmin
	6	djrs_prfl_v2.docx	.docx	\\contoso\share\Departments\Eng	2015-06-22-03:45:40:793	2012-11-20-22:22:24:000	2015-06-22-03:45:40:793	29903	AVE\spadmin
Path of configuration profile: Browse	6	djrs_prfl_v2.docx	.docx	\\contoso\share\Departments\Fin.	2015-06-22-04:01:40:827	2012-11-20-22:22:24:000	2015-06-22-04:01:40:827	29903	AVE\spadmin
Profile.xml	6	djrs_prfl_v2.docx	.docx	\\contoso\share\Departments\IT\c	2015-06-22-04:02:07:353	2012-11-20-22:22:24:000	2015-06-22-04:02:07:353	29903	AVE\spadmin
	6	djrs_prfl_v2.docx	.docx	http://contoso/Discovery/djrs_prfl	2015-09-16-10:29:30:000	2015-09-16-10:29:30:000	2015-09-16-10:29:30:000	29903	
Perform Action	6	djrs_prfl_v2.docx	.docx	http://contoso/Shared Documents,	2015-01-20-02:22:31:000	2015-01-20-02:22:31:000	2015-01-20-02:22:31:000	35210	
	6	djrs_prfl_v2.docx	.docx	http://contoso/Shared Documents:	2015-03-18-01:56:41:000	2015-03-18-01:56:41:000	2015-03-18-01:56:41:000	32671	
	7	CSR-Form-08-11-055.xls	.xls	\\contoso\share\Departments\IT\c	2015-06-22-04:02:07:337	2012-11-29-11:13:52:000	2015-06-22-04:02:07:337	168960	AVE\spadmin
	7	CSR-Form-08-11-055.xls	.xls	\\contoso\share\Departments\Fin.	2015-06-22-04:01:40:797	2012-11-29-11:13:52:000	2015-06-22-04:01:40:797	168960	AVE\spadmin
	7	CSR-Form-08-11-055.xls	.xls	\\contoso\share\Departments\Eng	2015-06-22-03:45:40:747	2012-11-29-11:13:52:000	2015-06-22-03:45:40:747	168960	AVE\spadmin
	7	CSR-Form-08-11-055.vlc	.vlc	\\contoso\share\Departments\Eng	2015-06-22-03:45:46:213	2012-11-29-11:13:52:000	2015-06-22-03:45:46:213	168960	AVE\spadmin



# What do you need to secure?

## Regulated Data

Data that requires retention / long-term archives  
ITAR / export controlled data  
Gold copies or replication

## Sensitive Data

“Controlled Unclassified Information” (CUI)  
PII / PHI / PCI data that about employees / citizens

## Classified Data

Operational security (OpSec)  
Intellectual Property  
Classified documents

Fines and Prosecution

Fines and Loss of Reputation

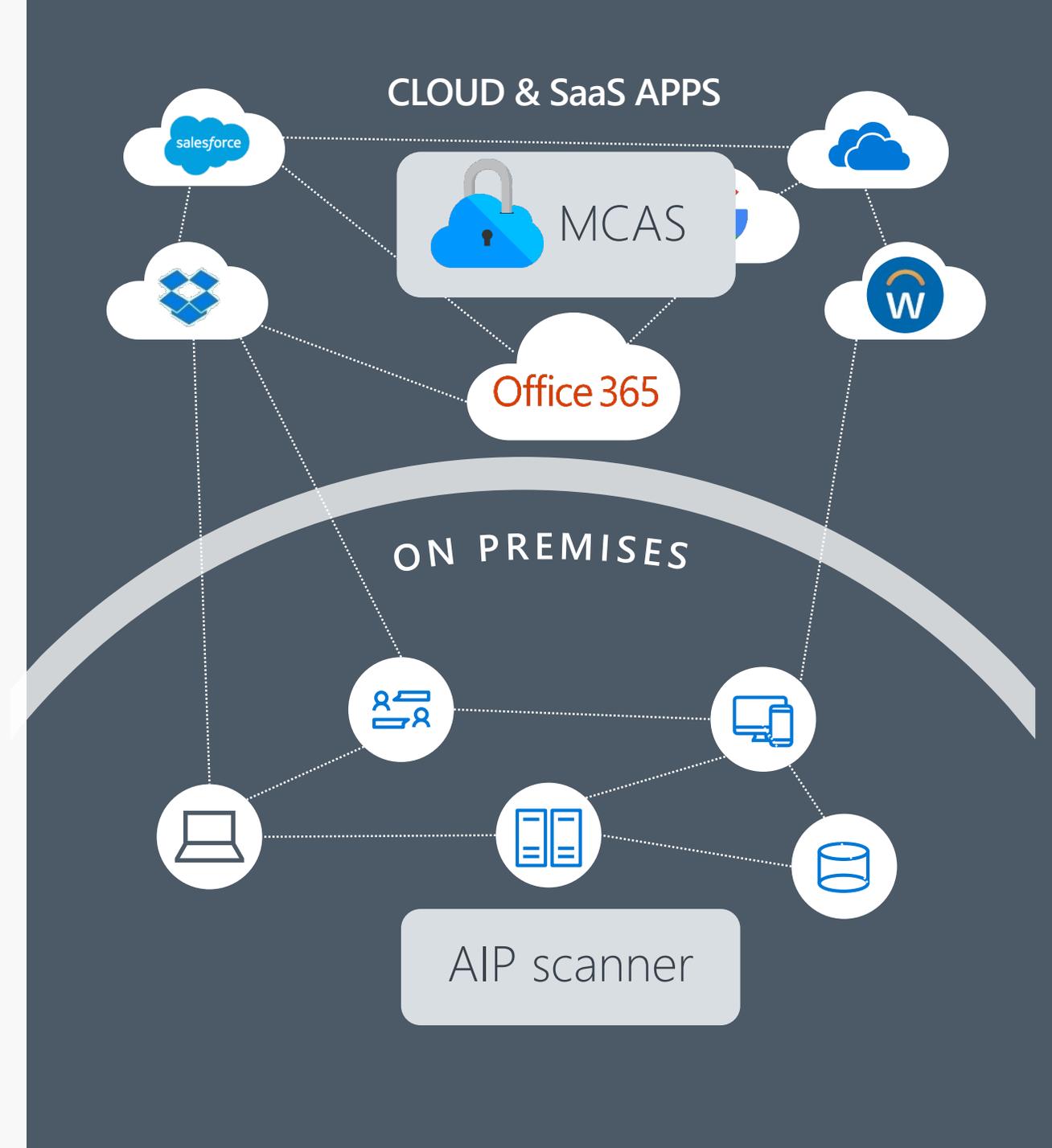
Security / Business Drivers





## DETECT SENSITIVE INFORMATION

No matter where it's created, modified or shared



# Example: Heat map of sensitive data

⚙️ Go to upper level

⚙️ Go to lower level

⚙️ Check Incidents

Test Suites: 250 Matches

Financial Data: 100 Matches

Social Security Number (SSN):  
22 Matches

Bank Account Number:  
17 Matches

Taxpayer Identification Number:  
11 Matches

Driver's License Number:  
29 Matches

Passport Number:  
12 Matches

Tax File Number:  
6 Matches

Debit Card Number:  
7 Matches

Phone Number:  
4 Matches

IP Address:  
2 Matches

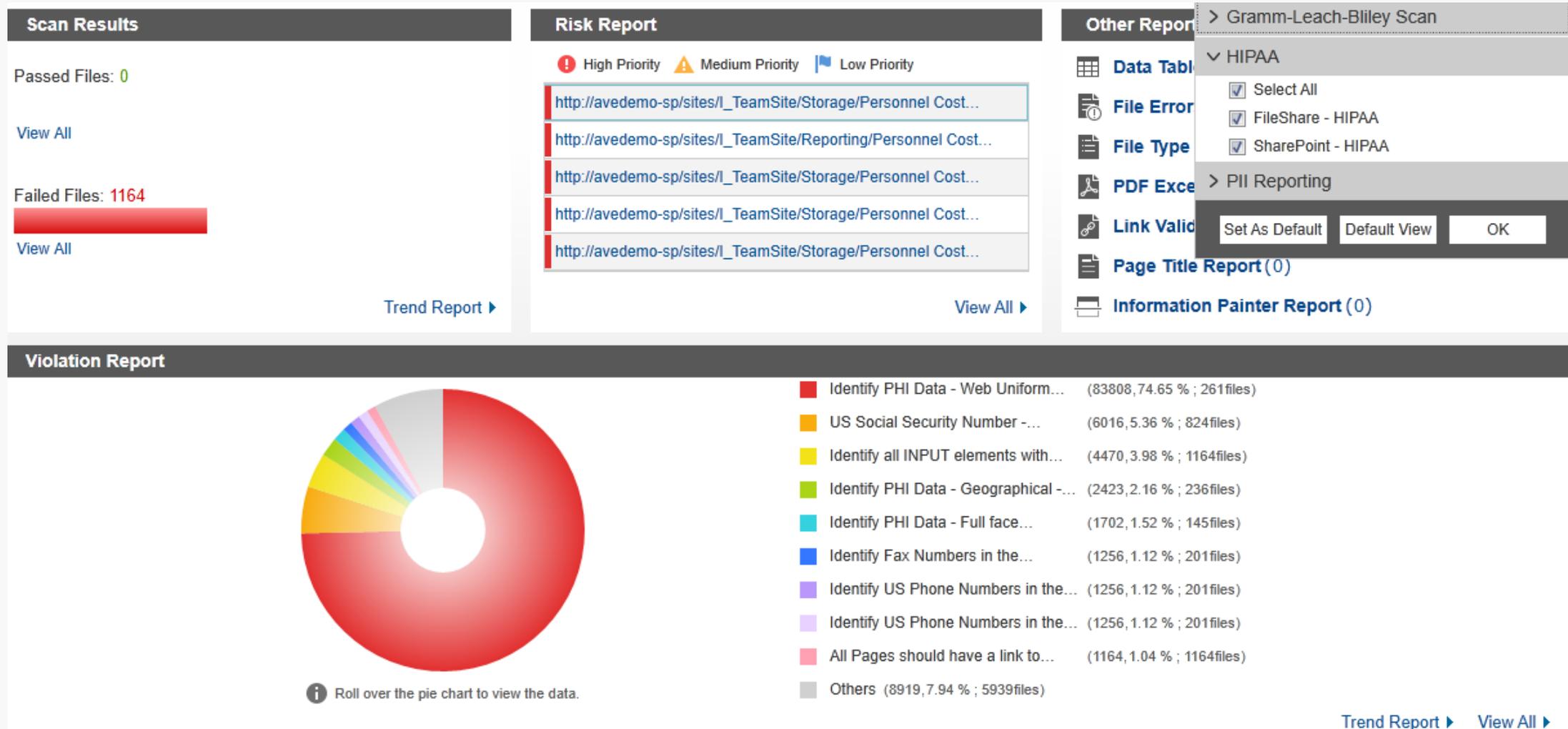
Personally Identifiable Information (PII) Data:  
80 Matches

Patriot Act:  
50 Matches

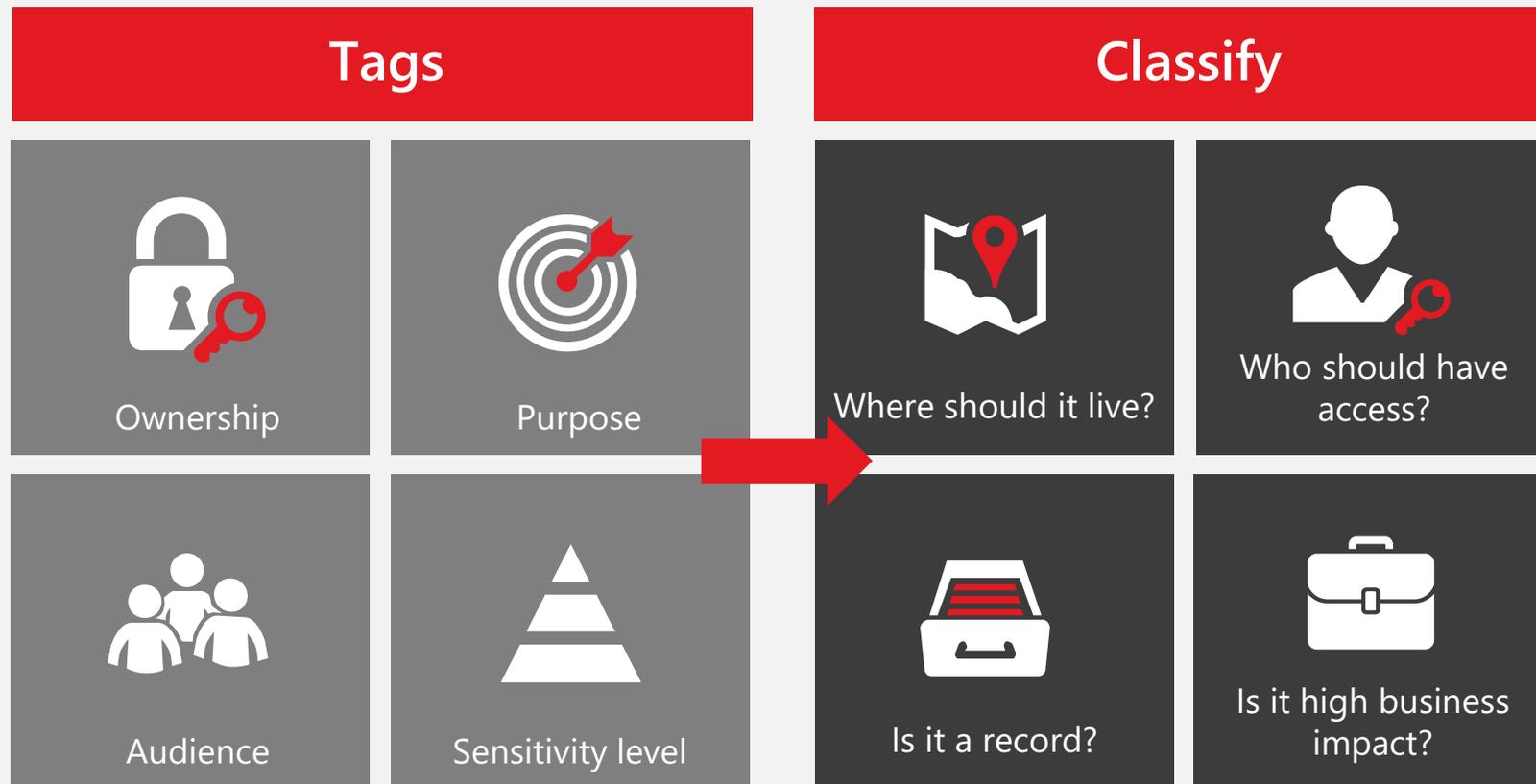
Federal Trade  
Commission  
Consumer:  
10 Matches

Health Insurance  
Act:  
10 Matches

# Example: Single pane of glass for risk



# Tag and classify





# CLASSIFY INFORMATION BASED ON **SENSITIVITY**

## Automatic classification

Policies can be set by IT Admins for automatically applying classification and protection to data

## Recommended classification

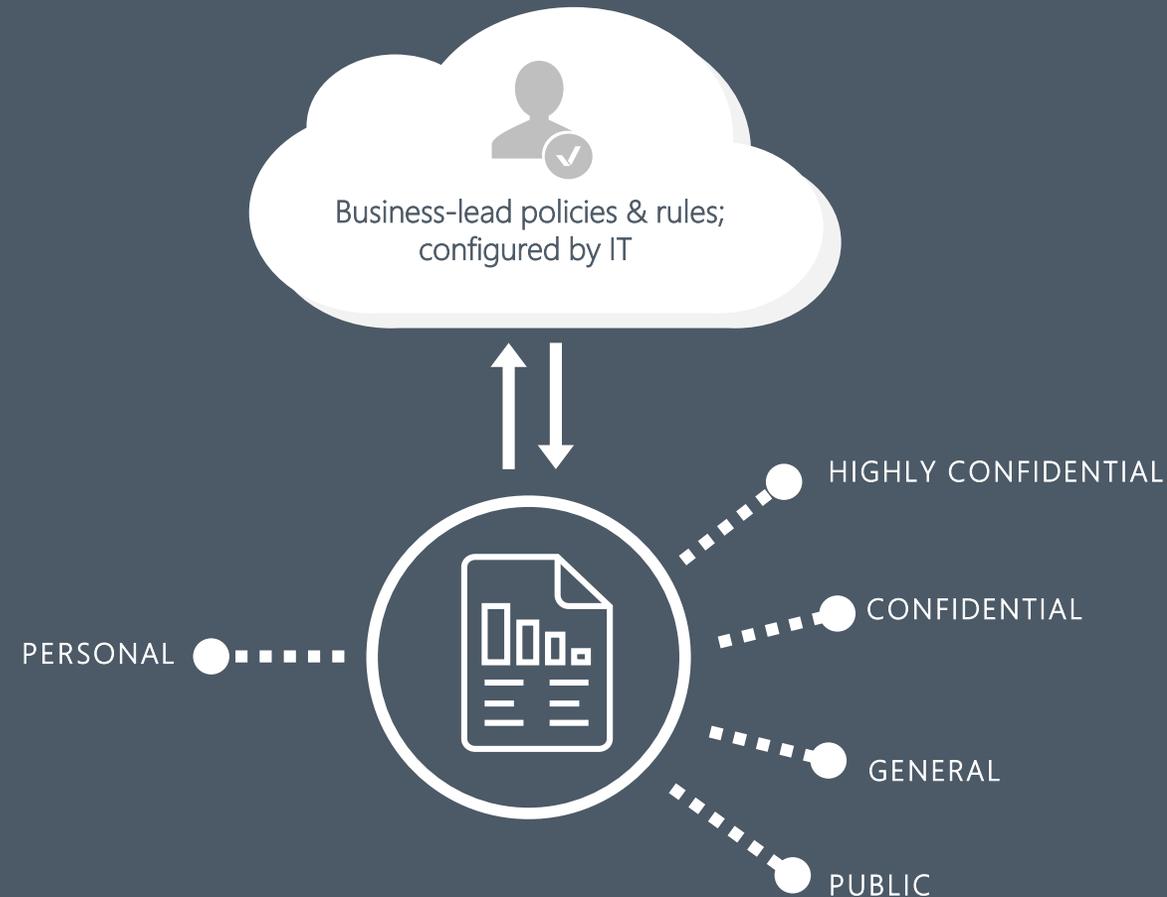
Based on the content you're working on, you can be prompted with suggested classification

## Manual reclassification

You can override a classification and optionally be required to provide a justification

## User-specified classification

Users can choose to apply a sensitivity label to the email or file they are working on with a single click





# SENSITIVITY LABELS PERSIST WITH THE DOCUMENT

## Document labeling – what is it?

Metadata written into document files

Travels with the document as it moves

In clear text so that other systems such as a DLP engine can read it

Used for the purpose of apply a protection action or data governance action – determined by policy

Can be customized per the organization's needs



- ☰
- + New
- Dashboard
- All resources
- Resource groups
- App Services
- Function Apps
- SQL databases
- Azure Cosmos DB
- Virtual machines
- Load balancers
- Storage accounts
- Virtual networks
- Azure Active Directory
- Monitor
- Advisor
- Security Center
- Cost Management + Billing
- Help + support

## Azure Information Protection - Global policy

### GENERAL

Quick start

### POLICIES

All - cross policy view

Global policy

Scoped policies

### MANAGE

Languages

Protection activation

Publish Columns Save Discard Delete Export

### Configure administrative name, description and scope for this policy

\* Policy name

Policy description

Select which users or groups get this policy. Groups must be email-enabled.

### Configure labels for this policy and order them by sensitivity level

LABEL NAME	POLICY	MARKING	PROTECTION
Personal	Global		...
Public	Global		...
General	Global		...
Confidential	Global		...
All Employees	Global	✓	✓
Anyone (not protected)	Global	✓	
Partner Confidential	Global	✓	✓
NewTemplate	Global		✓
Highly Confidential	Global		...
All Employees	Global	✓	✓



# CLASSIFICATION & LABELING EXAMPLE – SENSITIVE DATA

Discover personal data and apply persistent labels

Labels are persistent and readable by other systems e.g. DLP engine

Label is metadata written to data

Sensitive data is automatically detected

The screenshot shows a spreadsheet with a table of transactions. The table has columns for Date, Description, Amount, Merchant name, Card type, Expiration date, Transaction fees, and Balance. The following table represents the data shown in the screenshot:

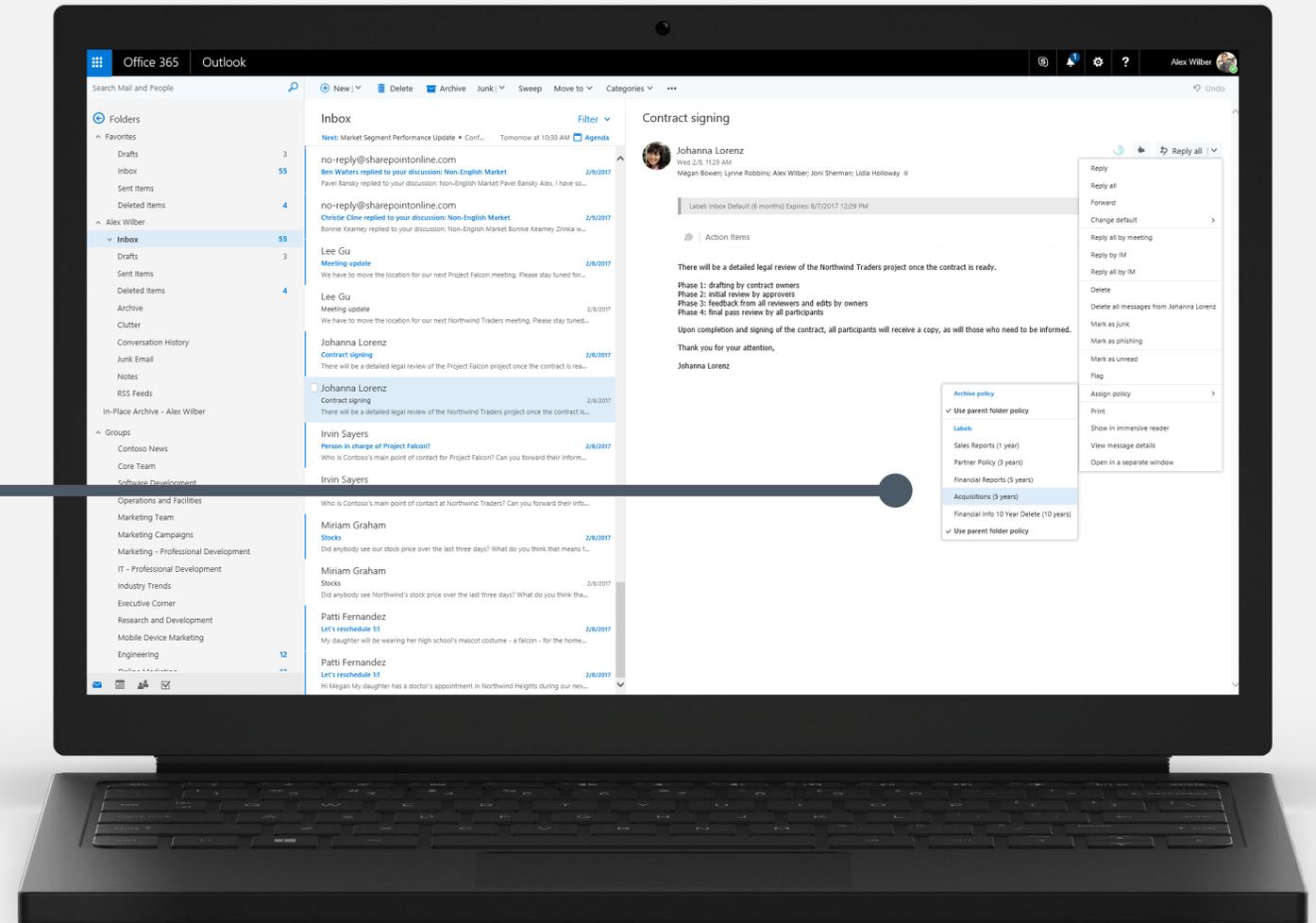
Date	Description	Amount	Merchant name	Card type	Expiration date	Transaction fees	Balance
7/1/2016	Existing balance	\$2,450.00	Woodgrove Bank	AmEx	08		\$2,450.00
7/2/2016	Payment for June	-\$34.00	Woodgrove Bank	AmEx	08	\$2.00	\$2,418.00
7/3/2016	Picture frame	\$45.00	Northwind Traders	4111-1111-1111-1111	08		\$2,463.00
7/3/2016	Wine	\$600.00	Coho Winery	4012-8888-8888-1881	08	\$20.00	\$3,083.00
7/8/2016	Ticket to Maui	\$469.00	Blue Yonder Airlines	MasterCard	08		\$3,552.00
7/12/2016	Cash withdrawal	\$654.00	Woodgrove Bank	Discover	08		\$4,206.00
7/3/2016	Wine	\$600.00	Coho Winery	Discover	08	\$20.00	\$4,826.00





# CLASSIFICATION & LABELING EXAMPLE – DATA GOVERNANCE

Labeling can be end-user driven  
or automatically applied





Clipboard

Paste

Cut

Copy

Format Painter

Font

Calibri (Body) 11

**B** *I* U abc X<sub>2</sub> X<sup>2</sup> A a/b A

Paragraph

Protection

Protect

**RESTRICTED ACCESS** Permission is currently restricted. Only specified users can access this content. [View Permission...](#)

Navigation

Search document

Headings Pages Results

Create an interactive outline of your document.

It's a great way to keep track of where you are or quickly move your content around.

To get started, go to the Home tab and apply Heading styles to the headings in your document.

1 . . . . . 1 . . . . . 2 . . . . . 3 . . . . .

Video provides a powerful way to help you prove your point. You can paste in the embed code for the video you want to add. You can choose the video that best fits your document. To make your document more professional, Word provides header, footer, cover page, and text box designs that you can add a matching cover page, header, and sidebar. You can choose what you want from the different galleries. Themes and styles also help you choose what you want. When you click Design and choose a new Theme, the pictures, charts, and tables change to match your new theme. When you apply styles, your headings change to match the style. In Word with new buttons that show up where you need the document, click it and a button for layout options appears where you want to add a row or a column, and then click the button. In Reading view. You can collapse parts of the document and stop reading before you reach the end, Word remembers where you were. Video provides a powerful way to help you prove your point. You can paste in the embed code for the video you want to add. You can choose the video that best fits your document. To make your document more professional, Word provides header, footer, cover page, and text box designs that you can add a matching cover page, header, and sidebar. You can choose what you want from the different galleries. Themes and styles also help you choose what you want. When you click Design and choose a new Theme, the pictures, charts, and tables change to match your new theme. When you apply styles, your headings change to match the style. In Word with new buttons that show up where you need the document, click it and a button for layout options appears where you want to add a row or a column, and then click the button. In Reading view. You can collapse parts of the document and stop reading before you reach the end, Word remembers where you were.

Name:

Add

Type:

Remove

Value:

Properties:

Name	Value	Type
MSIP_Label_f5dc2...	True	Text
MSIP_Label_f5dc2...	72f988bf-86f1-...	Text
MSIP_Label_f5dc2...	prvijay@micro...	Text
MSIP_Label_f5dc2...	2018-01-14T1...	Text
MSIP_Label_f5dc2...	Highly Confid...	Text
MSIP_Label_f5dc2...	Microsoft Azur...	Text
MSIP_Label_f5dc2...	Manual	Text



Font Paragraph Protection Styles Editing

Font: 11, A, Aa, A, U, abc, X<sub>2</sub>, X<sup>2</sup>, A, ab, A

Paragraph: Bullets, Numbered, Decrease Indent, Increase Indent, Decrease Spacing, Increase Spacing, Line and Paragraph Spacing, Text Box, Table

Protection: Protect

Styles: AaBbCcDd, AaBbCcDd, AaBbCc, AaBbCcD, AaB, AaBbCcD

Editing: Find, Replace, Select

It is recommended to label this as 'Highly Confidential\Microsoft Extended'. SharePoint and OneDrive content should be classified as 'Highly Confidential\Any User...'

Change now Dismiss

1 2 3 4 5 6 7

This is an ACP communication

|



# Define Data Governance Policies

2

How do you know where to park?



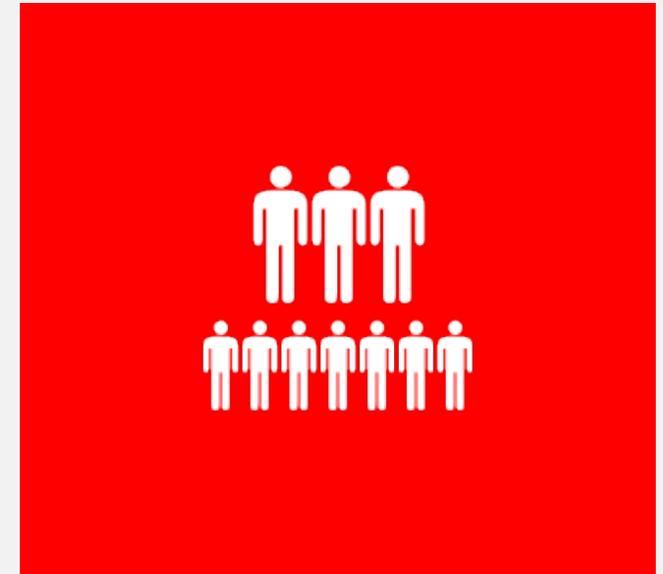
# Approach to defining your policy



Build “controls”  
into containers



Make sure no  
one messes with  
your controls



Ensure the system  
is used as intended



# Example: Policy for SharePoint sites

## New Project Site

Site Configuration

Security

Ownership

External  
Sharing  
Enabled?

Classification  
of Content?

Data  
Sovereignty?

Permission  
groups?

Outside  
Vendors?

Contacts /  
Stewards?



# Proactively Enforce Policies

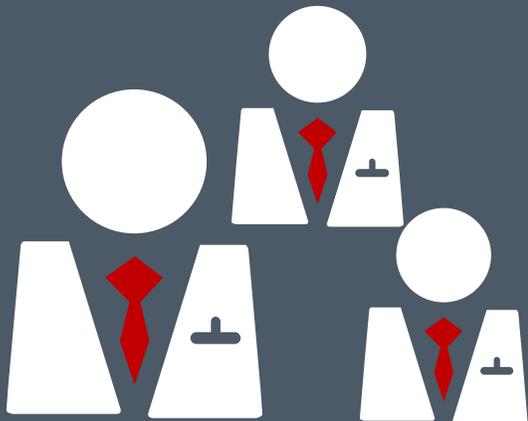
3



Change is  
often met with  
resistance

53% decline in  
workforce productivity.

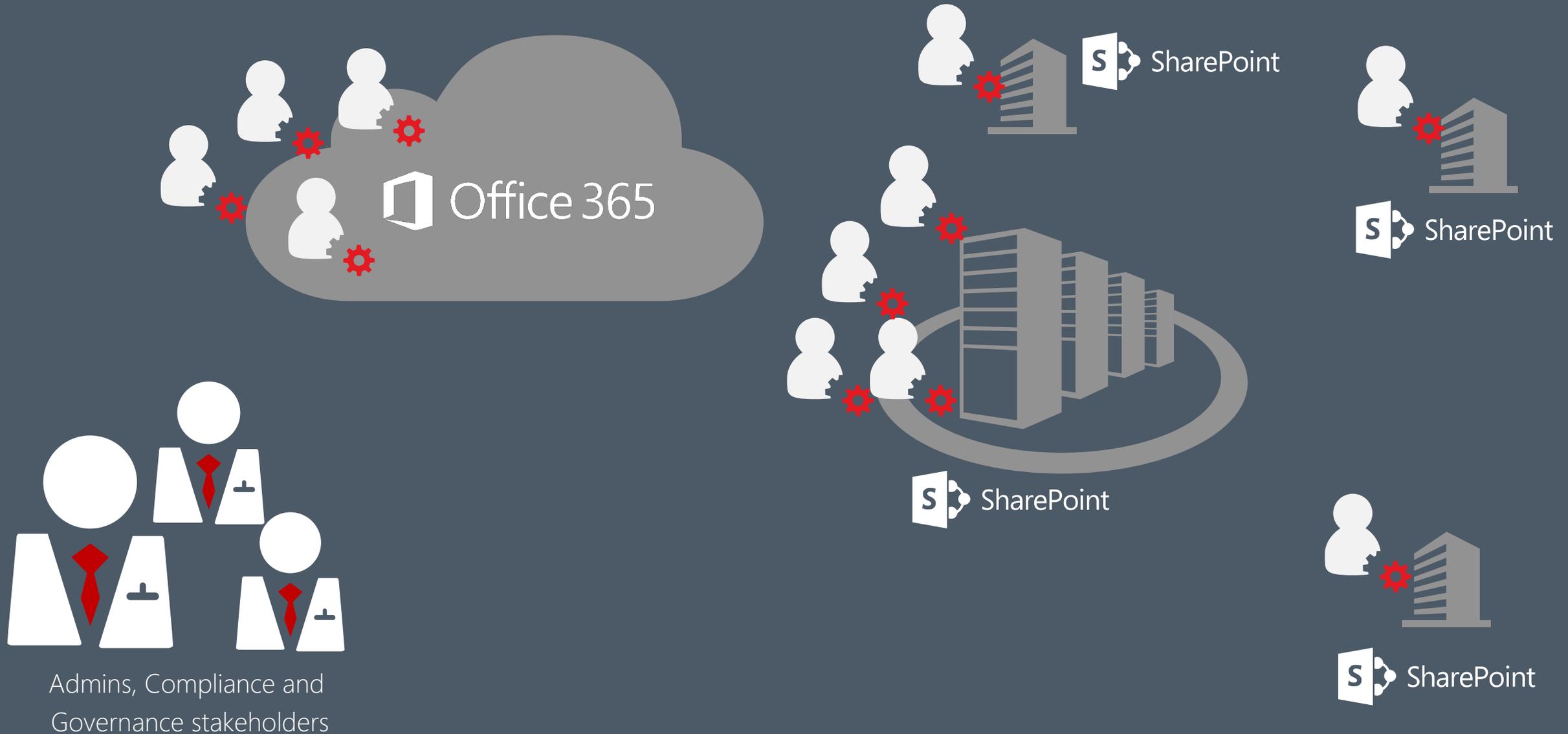
# Maintaining policy compliance can be a challenge



Admins, Compliance and Governance stakeholders

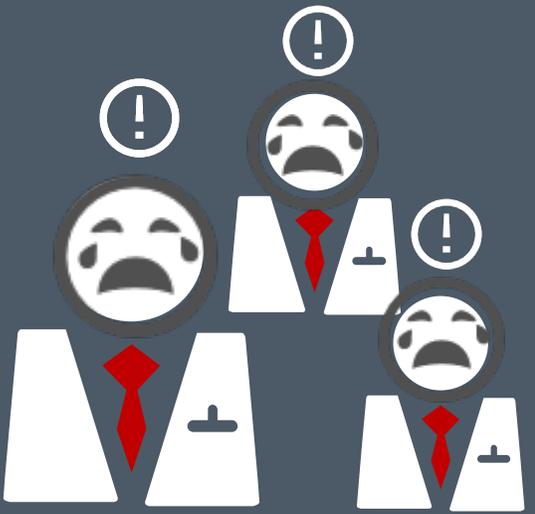


# Necessity causes delegation to non-admins



Admins, Compliance and Governance stakeholders

# Difficult to address policy violations

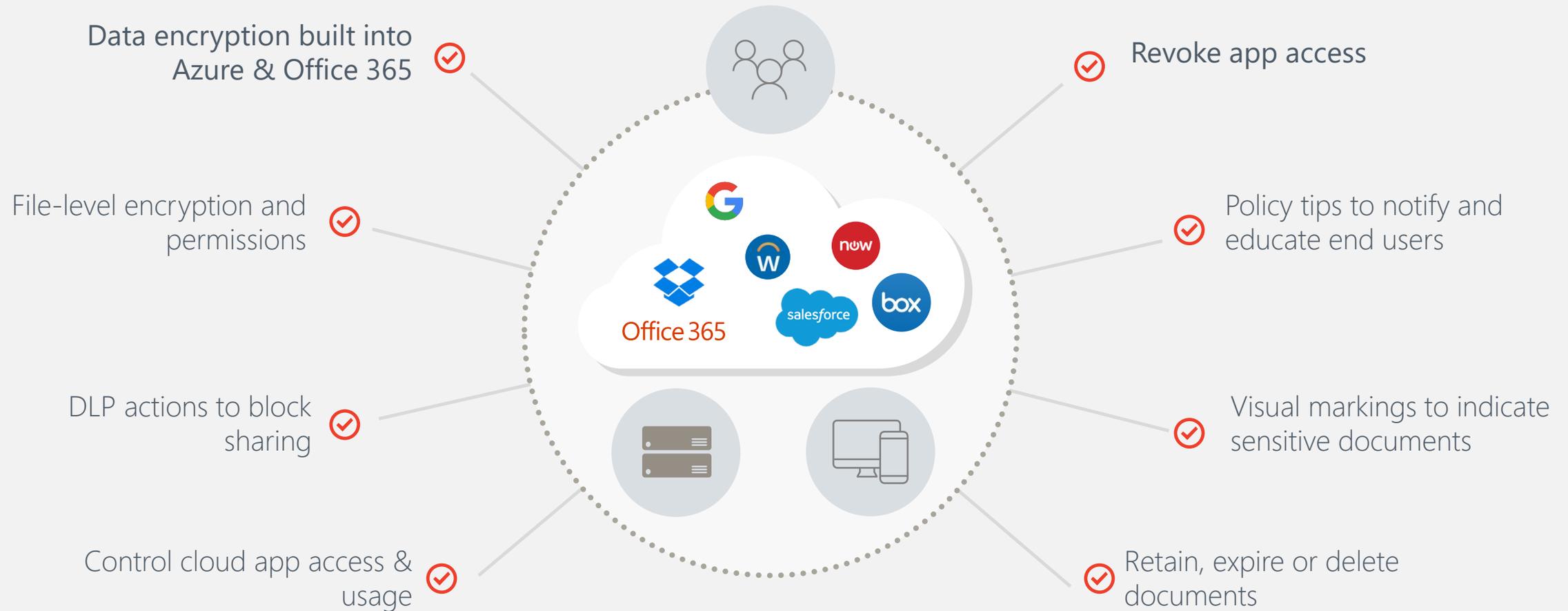


Admins, Compliance and Governance stakeholders





# PROTECT SENSITIVE INFORMATION ACROSS CLOUD SERVICES & ON PREMISES



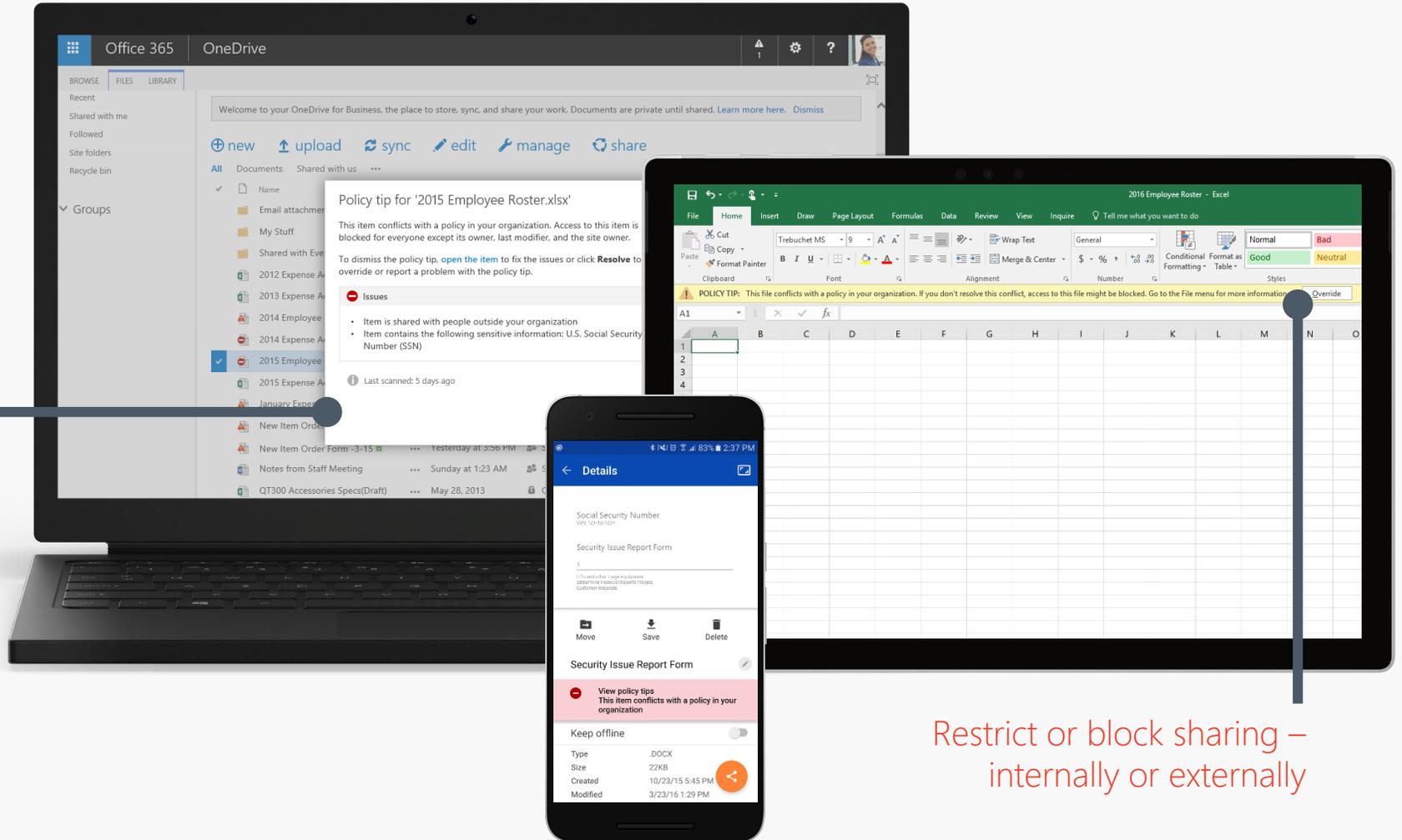
Make it Easy  
to Do the  
Right Thing





# PROTECTION EXAMPLE: DLP POLICY TO **LIMIT DOCUMENT SHARING**

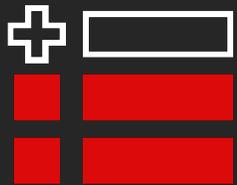
Across Office client applications –  
mobile, desktop & tablets



Policy tips to warn  
end users

Restrict or block sharing –  
internally or externally

# Proactive enforcement with automation



Service Requests



Request  
Questionnaire



Proactive  
Enforcement



Lifecycle  
Management



ROI & Chargeback



Complete Control



# Example: AvePoint Compliance Guardian

- It's Friday 5pm and Joe needs to upload his daily documents into SharePoint
- He doesn't have time to classify documents and wants to go home on time
- Company policy is that everything that goes into SharePoint MUST be classified and Restricted information must not be shared with Everyone



# Defining policy

1 Add Tag Add a static tag in the SharePoint and the tag name is Security Classification tag value is Confidential;... [Configure](#) ✕

Else

4 Rule4 Restricted Documents ✕

If the following conditions are met:

All of the files  Specify conditions

If [All](#) of these conditions are [True](#) [Add Condition](#) [Add Group](#) ✕

[Summary Result Equals Restricted](#) ✕

Order	Actions	Details	<a href="#">Add an Action</a>
1	Add Tag	Add a static tag in the SharePoint and the tag name is Security Classification tag value is Restricted; T...	<a href="#">Configure</a> ✕
1	Move	Relative or full path of the library or folder: http://contoso/MSFT/Restricted/Forms/AllItems.aspx; If th...	<a href="#">Configure</a> ✕

Else

5 Rule5 Private ✕

If the following conditions are met:

All of the files  Specify conditions

If [All](#) of these conditions are [True](#) [Add Condition](#) [Add Group](#) ✕

[Summary Result Equals Private](#) ✕

Order	Actions	Details	<a href="#">Add an Action</a>
1	Add Tag	Add a static tag in the SharePoint and the tag name is Security Classification tag value is Private; Tag...	<a href="#">Configure</a> ✕

Activate Windows  
Go to Action Center to activate Windows.



# Uploading files

The screenshot illustrates the process of uploading files to a SharePoint document library. It features three overlapping windows:

- Top Window (Documents Library):** Shows the 'Documents' library for the 'MSFT' site. The address bar indicates the URL: `http://contoso/MSFT/Restricted/Forms/AllItems.aspx`. The page title is 'Documents'. A search bar contains 'Find a file'. Below the search bar, a table header is visible with columns: Name, Modified, Modified By, and Security Classification. The message 'There are no files in the view "All Documents".' is displayed.
- Middle Window (Restricted Library):** Shows the 'Restricted' library for the 'MSFT' site. The address bar indicates the URL: `http://contoso/MSFT/Restricted/Forms/AllItems.aspx`. The page title is 'Restricted'. A search bar contains 'Search this site'. Below the search bar, a table header is visible with columns: Name, Modified, Modified By, and Security Classification. The message 'There are no files in the view "All Documents".' is displayed.
- Bottom Window (File Explorer):** Shows a Windows File Explorer window titled 'Upload Documents Today'. The address bar indicates the path: `Upload Documents Today`. The left sidebar shows the 'Favorites' section with 'Desktop' selected. The main pane displays a table of files:

Name	Date modified	Type	Size
Company Yearly Report	8/1/2013 8:38 PM	Microsoft Word D...	12 KB
Invitation for Party	8/1/2013 8:38 PM	Microsoft Word D...	12 KB
My Tax Return	8/20/2013 9:15 PM	Microsoft Word D...	12 KB
NDA for Contoso	8/1/2013 8:37 PM	Microsoft Word D...	12 KB
Payroll and bonus packages	8/1/2013 8:39 PM	Microsoft Word D...	12 KB

An 'Activate Windows' watermark is visible in the bottom right corner of the File Explorer window.



# Violation identified

The screenshot shows a SharePoint document library interface. At the top, there is a blue header with 'SharePoint' on the left and 'Newsfeed OneDrive' on the right. Below the header, there are navigation tabs for 'BROWSE', 'FILES', and 'LIBRARY'. The main content area is titled 'Documents' and includes a search bar and a 'Find a file' input field. A notification banner at the top of the document list states 'Upload completed (4 added, 1 failed) DISMISS'. The document list contains the following items:

✓	Name	Modified	Modified By	Security Classification
<input type="checkbox"/>	Company Yearly Report 🚫	... A few seconds ago	<input type="checkbox"/> SP Admin	Top Secret
<input type="checkbox"/>	Invitation for Party 🚫	... A few seconds ago	<input type="checkbox"/> SP Admin	Public
<input type="checkbox"/>	My Tax Return 🚫	... A few seconds ago	<input type="checkbox"/> SP Admin	Private
<input type="checkbox"/>	NDA for Contoso 🚫	... A few seconds ago	<input type="checkbox"/> SP Admin	Confidential
<input checked="" type="checkbox"/>	Payroll and bonus packages	The action was applied to this file because it contains sensitive content. Please contact the administrator for details.		



# Classification & Compliance Enforced

The image displays two screenshots of a SharePoint interface, illustrating document classification and compliance enforcement.

**Left Screenshot: Documents Library**

The left screenshot shows a SharePoint site titled "Documents" under the "MSFT" site. The "Security Classification" column is highlighted in yellow. The table below shows the following data:

Name	Modified	Modified By	Security Classification
Company Yearly Report	About a minute ago	SP Admin	Top Secret
Invitation for Party	About a minute ago	SP Admin	Public
My Tax Return	About a minute ago	SP Admin	Private
NDA for Contoso	About a minute ago	SP Admin	Confidential

**Right Screenshot: Restricted Library**

The right screenshot shows a SharePoint site titled "Restricted" under the "MSFT" site. The "Security Classification" column is highlighted in yellow. The table below shows the following data:

Name	Modified	Modified By	Security Classification
Payroll and bonus packages	About a minute ago	SP Admin	Restricted



# Active enforcement for across deployments



# Report and Audit

4

# Many names, same idea

“RECERTIFICATION”

“ATTESTATION”

“ANNUAL REVIEW”

Hey! take a look...  
are the current  
settings still  
appropriate?  
If no– make the  
changes.

If yes– sign off on it.

Recertification drivers may be **internal** (company controls),  
**external** (regulatory requirement) or both



# Regular Recertification



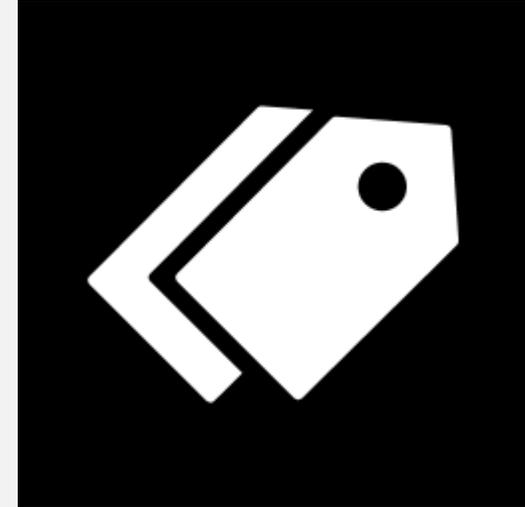
## **Access Permissions**

*Who can do what to the stuff in here?  
Does Bob still need his access?*



## **Data Ownership**

*Who is responsible for the stuff in here?  
Are they still here and willing to own it?*



## **Classification**

*Tell me about the stuff that lives in here...  
Is it sensitive?  
Is it important?*



# Incident management is necessary

Replace Permanently Delete Dismiss Download

Input Keyword  Manage columns 

Type	ID	Name	State	Risk	Test Suite	Assignee
<input checked="" type="checkbox"/>		<b>Scan Details</b>   Highlight Matches Report   Lifecycle   Permissions   Comments   History				
<input type="checkbox"/>		<b>Check</b>	<b>Description</b>	<b>Status</b>	<b>Change Status</b>	
<input type="checkbox"/>		Credit Card Information...	Credit Card information should not appear on the page.	✓ Passed	Change Status	
<input type="checkbox"/>		Identify E-mail Address in...	E-mail addresses could expose PII, this check identifies all pages with PII.	✓ Passed	Change Status	
<input type="checkbox"/>		▼ Identify IP Address in the...	IP Address could expose PII, this check identifies all pages with PII.	! Failed	Change Status	
<input type="checkbox"/>		 <b>Status:</b> Failed; The possible IP address data were found. <b>Statistics:</b> Found 1 Instance(s) <b>Positions:</b> Line 220, Column 8;				
<input type="checkbox"/>		Identify Poll or PHT Data...	Identify all types of PII Data	✓ Passed	Change Status	
<input type="checkbox"/>		► Identify Social Security...	Social Security numbers could expose Poll. this check identified all Pages with I	! Failed	Change Status	
<input type="checkbox"/>		Identify URLs in the content...	Identify all content with URL Data	✓ Passed	Change Status	
<input type="checkbox"/>					Information (PII) Data	

1 of 200 selected

Show Rows: 10  < **1** 2 3 4 5 >

# 4 Steps to develop your strategy



# DIGITAL TRANSFORMATION

FROM THE TRENCHES

▶ *Register for FREE at*  
*[ShiftHappensCon.com](http://ShiftHappensCon.com)*

Use Code: "CUSTOMER50"

Washington, D.C.

June 12-13, 2019

#shifthappens

# thank you

Gracias

ευχαριστώ

Danke

Grazie

благодаря

Hvala

Obrigado

Kiitos

شكراً

Tak

Ahsante

Teşekkürler

متشكراً

Salamat Po

감사합니다

Cám ơn

شكريه

Terima Kasih

Dank u Wel

Děkuji

நன்றி

Köszönöm

ありがとう  
ございます

ឧបត្ថម្ភគ្រប់

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem

# Get Resources



[avepoint.com/presentations](https://avepoint.com/presentations)

# Let's Connect



Dux Raymond Sy  
[Linkedin.com/in/meetdux](https://www.linkedin.com/in/meetdux)  
[dux.sy@avepoint.com](mailto:dux.sy@avepoint.com)  
  @meetdux

# Resources

- ① [What is Office 365 Compliance Center](#)
- ② [What is Azure Information Protection](#)
- ③ [4 Steps to Develop Your Information Governance Strategy](#)





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