Our Presenters

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Session Objectives

1
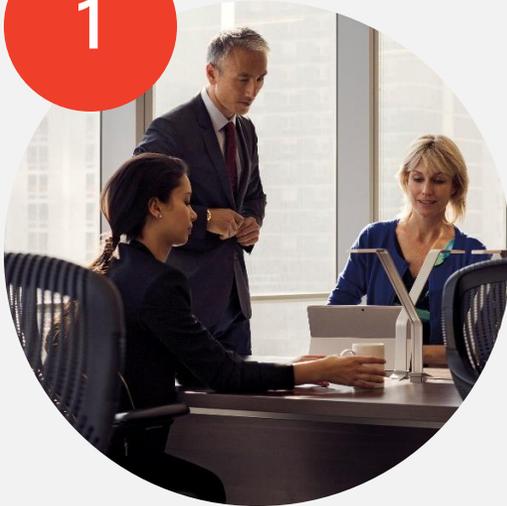
Challenges today

2

What to Govern

3

**Develop
your strategy**

Challenges
Today

Why is Data Governance/Security Important?

- Increasing data volumes from more and more sources

- More self-service reporting and analytics

- Need for a common business language

- Impact of regulatory requirements

- Cross border data transfer

ENGLAND'S 7-CIRCLE MAGIC ROUNDABOUT

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

Office 365

salesforce

box

On-premises
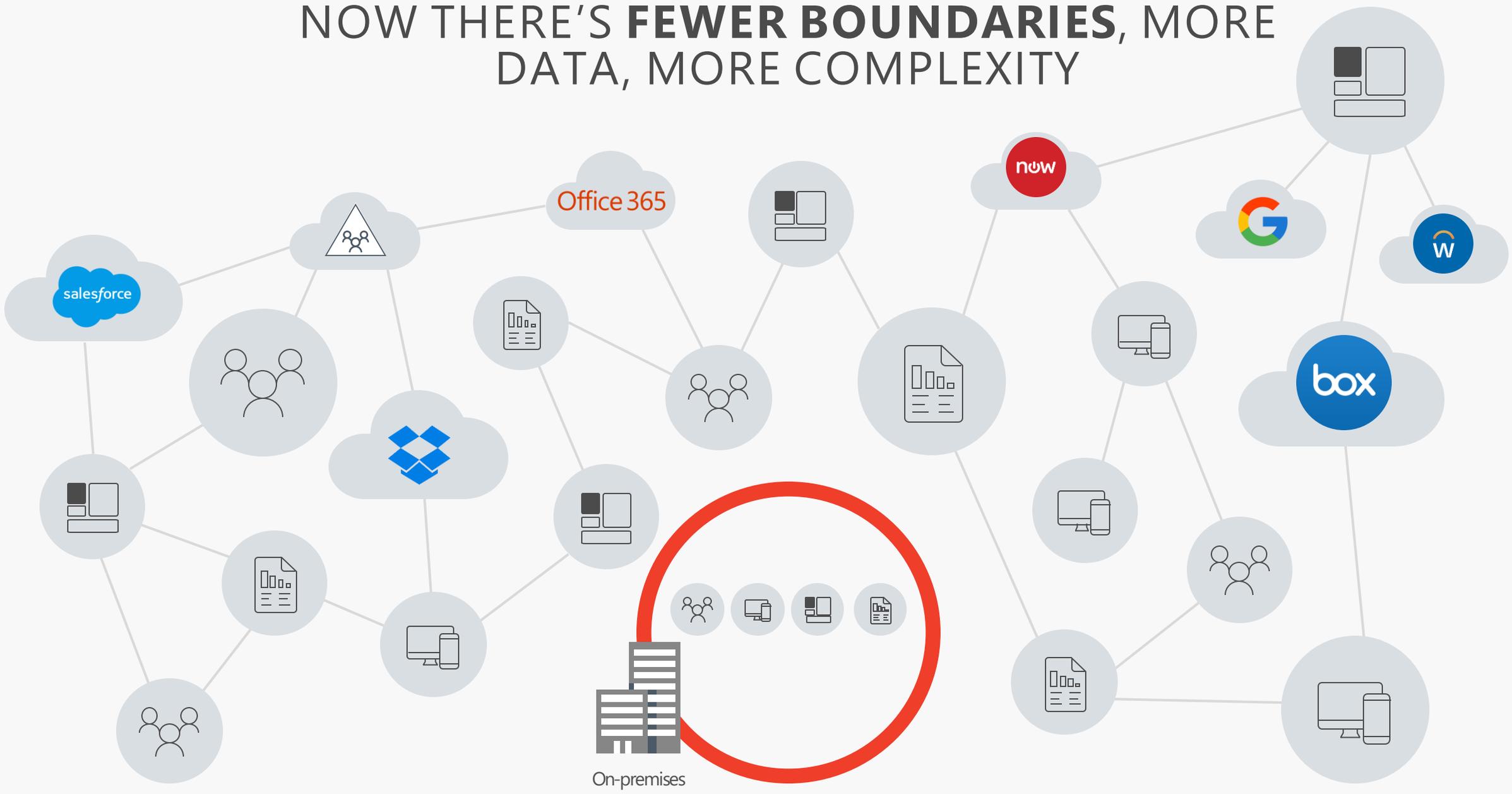
The Face of Collaboration

Everyone
has a Voice

Access from
Anywhere

Everyone is a
Contributor

Unstructured content is all over

Enterprise Applications

Student information systems
Financial systems
HR systems
CRM

20% Structured Application Content

Enterprise Content Management

Marketing
- Outreach
- Recruiting
- Collateral

80% Unstructured content

Records Management
- Governance
- Compliance
- Retention
- Disposition

Admissions & Enrollment
- Transcripts
- Letters of recommendations
- Application essays
- Forms

Financial Aid
- FAFSA
- Verification statements
- W2s
- Tax returns
- Scholarship tracking
- Correspondence

Finance
- Requisitions
- Purchase orders
- Invoices
- Routing & approval
- A/P & A/R supporting documentation

HR
- Staff & faculty onboarding
- Employee records
- Contracts

Digital Asset Management
- Rich media files such as Images and videos

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

- 41% — FOR PROFIT, PRIVATELY HELD
- 63% — NOT FOR PROFIT
- 65% — FOR PROFIT, PUBLICLY TRADED
- 68% — GOVERNMENTAL
- 65% — NON-HEALTHCARE
- 59% — HEALTHCARE

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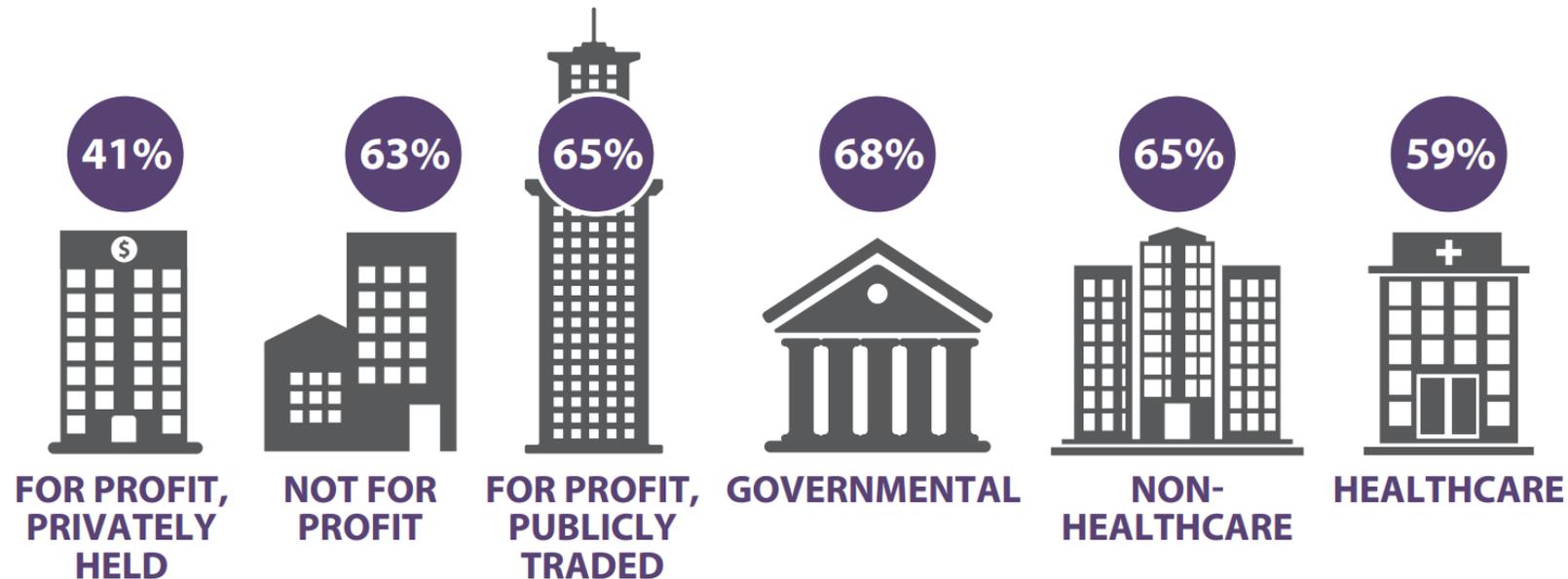
What does the pandemic mean for the compliance team?

CHANGE IN NUMBER OF COMPLIANCE INQUIRIES

Legend: Overall · Healthcare · Non-Healthcare

Category	Overall	Healthcare	Non-Healthcare
A large increase	11%	15%	8%
Somewhat of an increase	24%	27%	22%
About the same number	38%	29%	45%
Somewhat of a decrease	23%	23%	22%
A large decrease	4%	6%	3%
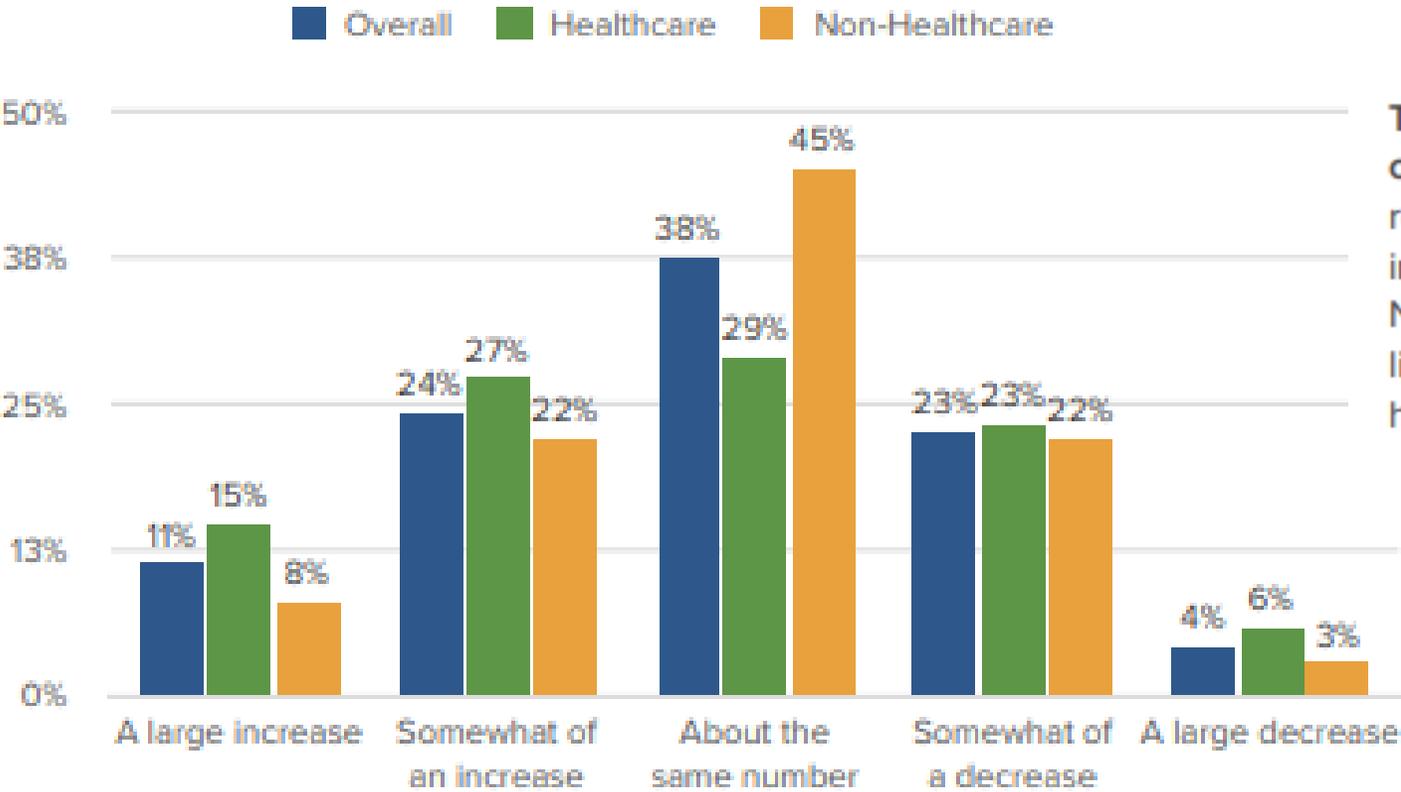
The pandemic has seen a reported increase in the number of inquiries to the compliance team. Across industries, 36% reported that there has been a somewhat or large increase in inquiries, compared to just 27% showing a decrease. Notably, the healthcare respondents were much more likely to report an increase (42%) than those outside of healthcare (30%).

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What to Govern

What is metadata?

Made by

Volume

Contains

Made since

What Makes Your Content Classified?

Contents

Sample: HR

- Visible/ Invisible Text
- Templates
- Accessibility

Context

Sample: Finance

- Shared Path
- Site Tags
- Security

People

Sample: Info-Worker

- Department
- Geography
- Properties
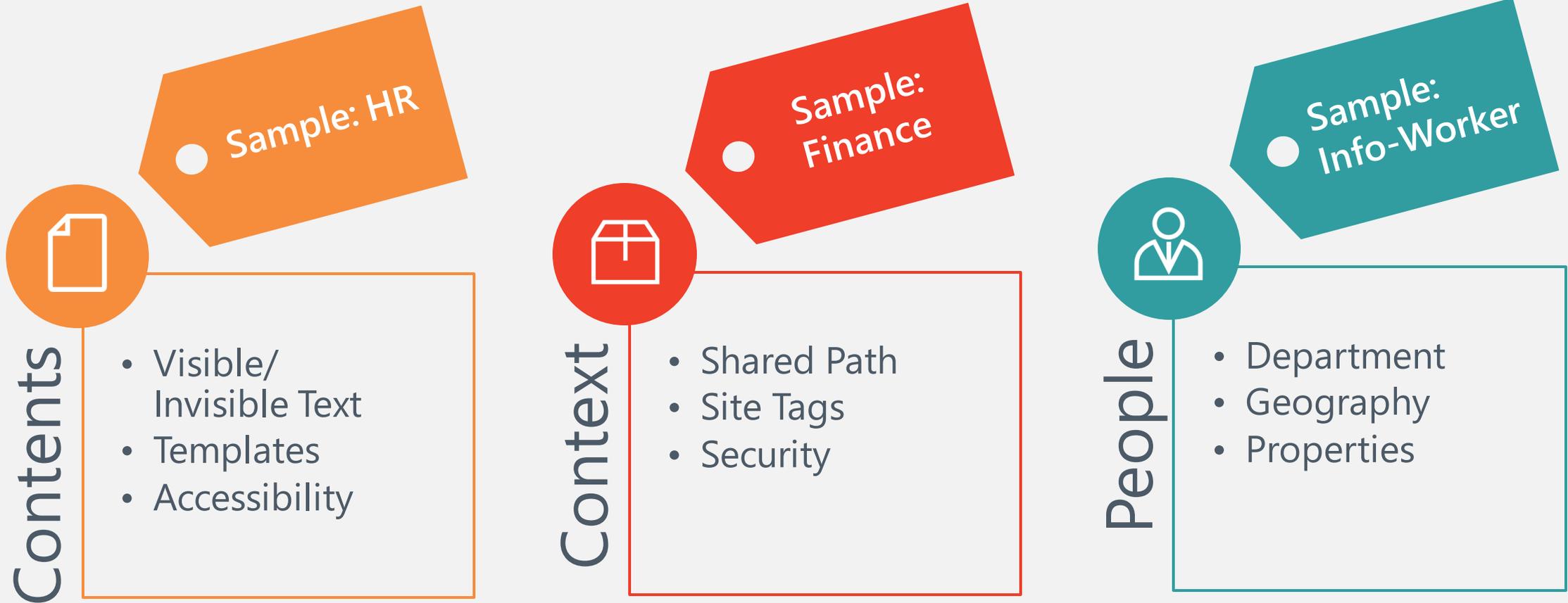
Information creation is not in a single place

Office 365 Groups
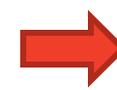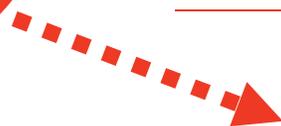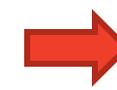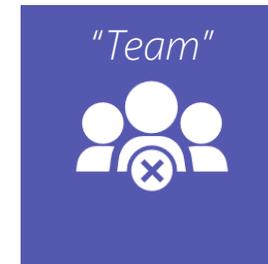
Demo

Develop Your Strategy with AvePoint

Develop Your Strategy

Step 1 – Discover and identify sensitive data

Search for and find sensitive data

- Identify your sources (O365, Box, Dropbox, Yammer)
- Identify type of sensitive data (CCPA, GDPR, PII, PCI, ITAR, PHI)
- Identify risk and exposure (Shared Externally, EVERYONE)

Architect a classification schema for personal data

- Decide if you are using labels, system or file metadata
- Build a label schema that incorporates personal data
- Build taxonomy for each label

Develop Your Strategy

Step 2 – Create a classification schema with appropriate labelling:

Enhance methods of handling sensitive data

- Modify/update your way of identifying sensitive data
- Create custom definitions to find additional data
- Automate awareness and delegate responsibility

Architect a classification schema for personal data

- Prioritize auto-applied labels
- Aggregate incidents and improve false-positives
- Enable human review and re-classification

Develop Your Strategy

Step 3 – Locating and remediating potential data leaks sources:

Monitor for leaks of personal data

- Modify/update your way of identifying sensitive data
- Look for duplicate files – over exposure
- Look for sharing risk by reviewing built-in reports
- Re-evaluate past false-positives

Logging and retention

- Look for integration with security information and event management system (SIEM)
- Go beyond 90 days of trend reporting and compare between teams, locations, systems
- Plan for emerging regulatory decisions such as Schrems II

FREE E-BOOK

Mitigating Collaboration Risk Workbook

Learn how to build actionable plans to mitigate risk in Office 365 or any other collaboration workspace your organization uses

Get the free ebook by the link or scan the QR code

https://www.avepoint.com/ebook/mitigating-risk-workbook

SCAN ME

thank you

Gracias	ευχαριστώ	Danke	Grazie	благодаря
Hvala	Obrigado	Kiitos	شكراً	Tak
Ahsante	Teşekkürler	متشكرم	Salamat Po	감사합니다
Cám ơn	شكريه	Terima Kasih	Dank u Wel	Děkuji
நன்றி	Köszönöm	ありがとうございます	ขอบคุณครับ	Dziękuję
谢谢	Tack	Mulţumesc	спасибо	
תודה	多謝晒	дякую	Ďakujem	