




AVEPOINT COMPLIANCE GUARDIAN METADATA CLASSIFICATION CAPABILITIES

WHY IS METADATA TAGGING AND CLASSIFICATION VALUABLE?

The beauty of metadata tagging is that it can also provide information that may be useful for searching for a document or appropriately classifying its sensitivity. Consistent, quality metadata tagging by individuals can improve search as well as used organize and structure content so that it can be more widely disseminated. However, user tagging should be augmented with the basic, machine-derivable metadata. Location, context, and the ability to evaluate the data by filtering out “noise words” can add meaningful information, accessible on the fly to validate human-entered data. Validation of the data is as important as the data itself as it allows organizations to improve search and discovery across data sets, ultimately empowering users to find the right content quickly in order to improve collaboration.

Classifying content, however, doesn't come without its challenges:

System Tagging Accuracy	User Tagging Accuracy	Information Security
<p>Content-based automatic classification systems, while extremely powerful, can be fooled into saying the content is something that it is not.</p> 	<p>User assignment or cataloging could have the problem of the user either intentionally tricking the classification process or just setting the value incorrectly.</p> 	<p>There is the risk of having hard-to-use content or exposing sensitive content such as customer information, intellectual property, and organizational sensitive information to the wrong sets of eyes.</p> 

AVEPOINT COMPLIANCE GUARDIAN CLASSIFICATION SYSTEM

Enter AvePoint Compliance Guardian, which helps organizations handle the creation of metadata, allowing users to create metadata automatically or manually, as well as take disposal-related actions in accordance with organization's specific needs. Consolidate and improve knowledge management, as well as fully implement capabilities to own and execute governance, through standardization. Tag content, and evaluate and act on existing metadata and file properties in order to appropriately classify that information before entering it into the data lifecycle.

To support the healthy mix of user and machine metatagging, Compliance Guardian can automatically tag documents as they are entered into SharePoint, recommend appropriate tags to users uploading content, and enable organizations to trust and verify users are tagging and classifying documents properly. Compliance Guardian can also automatically tag documents on file shares. It is important to trust your end users to properly follow your classification schema and verify that they are doing so.

TECHNICAL OVERVIEW OF COMPLIANCE GUARDIAN CLASSIFICATION SYSTEM

- Flexibly work with one or more taxonomy and/or controlled vocabularies, content, and structures, as well as enhanced site properties related to the content to be classified
- Tag content with embedded metatags (on file shares or within SharePoint and SharePoint Online) or system metadata, including full support for SharePoint Managed Metadata and stand columns, and Yammer topics via a Metadata Classification Engine
- Support user-driven (user assisted) tagging through native Ribbon-based document panels or automated tagging for SharePoint environments
- Support automated tagging for documents on file shares, SharePoint, SharePoint Online, and Yammer environments
- Identify and resolve inconsistencies between user created and automated metadata, and synchronize to ensure metadata consistency across platforms
- Based on content classification, assign permissions, route to the appropriate location, block, delete, encrypt, quarantine, or redact risk-defined content to comply with information governance policies
- Classify content based on undefined relationships in data
- Facilitate content search, data loss prevention, content management, and risk management

AUTHOR AND AUTOMATIC CLASSIFICATION INTERACTIONS

Function	Description
Supports Embedded Metadata	Allow the embedding of data into documents so that the metadata travels with the data.
Supports Custom Taxonomies	Allow users of content management systems to create their own taxonomy and implement controlled vocabularies to create a more refined approach of data cataloging.
Auto Classification	Allow for content to be automatically classified based on complex rule types, taking into account advanced vocabulary support.
Allow User to Enter Metadata	Users can add metadata to the document.
Ensure Quality of User-selected Metadata	Since users are allowed to choose metadata, a classification system should be able to identify errors and correct if necessary.
Ensure Quality of User-entered Metadata	In freeform Text Fields, users can enter metadata and the systems need to validate that the text does not violate policy and matches the document.
Transfer Security-enabled Metadata	Encryption level must be determined based on sensitivity of content to provide content with site-specific classification.

CLASSIFICATION RULE TYPES

Rule Type	Description
Does Text Exist	Location of Text in a document or in document metadata as a way that can be used to assign a metadata element (Tag) value.
Conditional Text	Like the above rule, Location of Text in a document or in document metadata as a way that can be used to assign a metadata element (Tag) value. It provides a more complex way of looking at text relationships to determine classification.
Dictionaries	Another text-based rule to determine if the system can assign a controlled vocabulary term based on the existence of one or many words.
Element Validation	Whether user-entered metadata or structural elements, one can find meaning from element-based data.
Enhanced Elements	This rule type looks deeper into the structure of content to find information about elements that exist in elements of content to find meaning.
External Content	Searching for content within content that is actually only a reference to content existing on external sites.
RegEx	Location of regular expression match in a document or in document metadata as a way that can be used to assign a metadata element (Tag) value. It provides a powerful method to classify content based on pattern matching
Conditional RegEx	Location of regular expression match in a document or in document metadata can trigger another regular expression pattern search as a way we can use to assign a metadata element (Tag) value.
Transport	Transport tests the usage and level of usage of the HTTPS protocol that is being used to serve content.
Cookie	Aligned or Connected Data attached to content can be tested to determine classification.
Custom	A custom check type allows the performance of external functions if a condition is found.
Context	Discover content that match the test conditions based on system or embedded metadata.
File Pattern	Take file pattern as test criteria to find files that are similar or identical with the reference file.
Dynamic Tagging Rules	Tag values can be variable through the use of dynamic tag value expressions.
Batching/Super Rules	To combine one or more rule types in sequential logic to produce controlled vocabulary or simple classification outcomes.