

Boldon James SharePoint® Classifier

Security Labelling for Microsoft Document Management

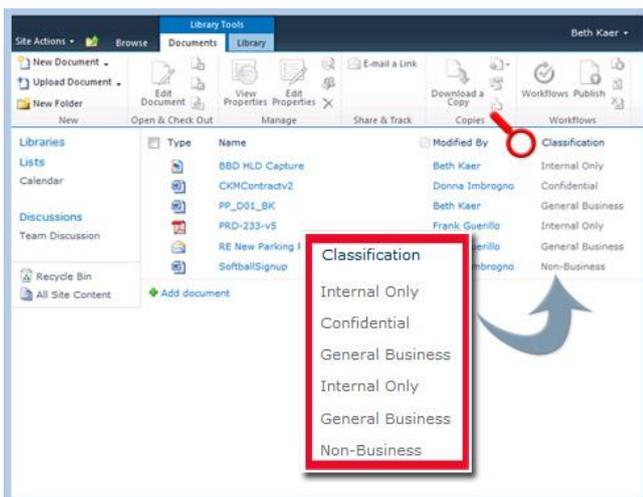
Organisations are increasingly adopting Microsoft SharePoint® for document and records management. As a result, large volumes of sensitive information are now concentrated in these systems, requiring users to be increasingly conscious of the security and safeguarding requirements of this data. Without the ability to ensure users are aware of their responsibilities when handling such sensitive material, there is an inevitable increase in the risk of data leakage, which is a challenge that can be met with information classification software.

Key Benefits

- ▶ Raises user awareness of security responsibilities
- ▶ Classifies any type of file or document
- ▶ Manages labelled assets
- ▶ Enforces information assurance policies
- ▶ Improves data loss prevention (DLP) measures
- ▶ Controls unstructured information

Boldon James SharePoint Classifier puts classification labelling at the heart of data loss prevention by giving users the ability to apply relevant labels to any file held in the document libraries of Microsoft SharePoint. As well as ensuring users understand the value of the data they handle, the labelling metadata can be used to provide consistent control over the dissemination of that information – increasing the effectiveness of data loss prevention measures and meeting key objectives of ISO27001.

Fig 1: Enhanced document library view



Features

- **Visual Feedback**
Within the document library view, additional columns can be displayed to present the document labels to the user and allow sorting, filtering and selection based upon label values.
- **Label Any File**
Any file type that can be uploaded to a SharePoint document library may have a label applied and displayed in the document label columns. This allows the widest possible range of information assets to be brought into the classification scheme.
- **Simple User-Driven Labelling**
When an unlabelled file is uploaded to a document library, SharePoint Classifier prompts the user for a label and displays the result in the document library columns. Where the unlabelled document is of a type supported by Boldon James Office Classifier, then the native metadata label used by Office Classifier is also added to the document. When such a document is later opened, Office Classifier will automatically apply any visual markings required by the labelling policy.
- **Automatic Label Propagation***
Where a document that has previously been labelled by Office Classifier is uploaded to SharePoint, the native metadata label is automatically propagated to the document label columns without the need for further action by the user.
- **Intelligent Label Recognition**
Where an unlabelled document is uploaded and is of a type supported by Office Classifier (including PDF files), then a metadata label can be derived from other properties using Classifier's label mapping facility. This allows SharePoint Classifier to take account of informal or historic labelling schemes, as well as labelling schemes in use by partners or other business units.
- **Bulk Labelling**
To ensure efficient labelling for larger number of files, SharePoint Classifier can label sets of documents as part

of a bulk upload operation. The label of any document previously labelled by Office Classifier is automatically propagated to the document label columns. Unlabelled files remain 'checked-out' to allow a user to manually select an appropriate label.

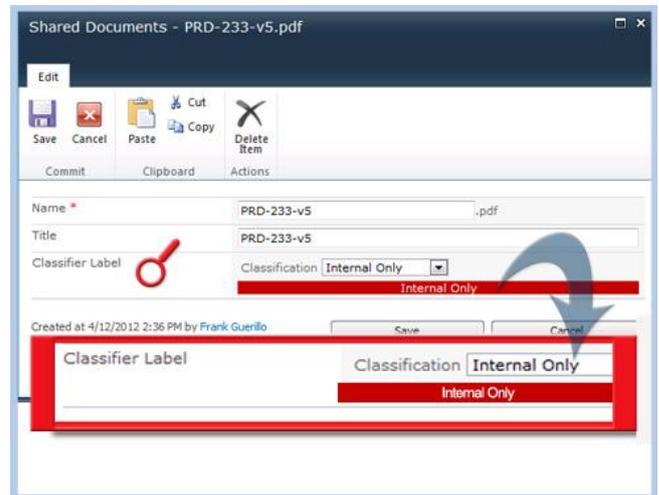
- **Email to Document Library**
Where a document library is email-enabled, the Classifier label of a received email is automatically propagated to the document label columns. Similarly the labels of any email attachments are also propagated to the document label columns.
- **Selective Library Enablement**
Document libraries can be selectively extended to support document classification, allowing key repositories to be targeted.
- **Controllable SharePoint Extension**
SharePoint Classifier is installed as a SharePoint feature that can be controlled using the standard feature control mechanisms, for example to enable or disable.
- **Configurable Labelling Scheme**
SharePoint Classifier follows the labelling scheme established for the other desktop Classifier products. As such the choice of label elements and their values is configured by the Administrator. In this way the labelling performed by a SharePoint site is always consistent with the labelling policy appropriate to a group or department in order to best fit the needs of the business.
- **Unified Administration**
SharePoint Classifier is configured using the Classifier Administration console in the same manner as all other members of the Classifier product family, Classifier Administration handles all policy configuration needs from simple to complex, ensuring that the solution can be implemented quickly and with the minimum of expertise.
- **Auditing**
Administrators can specify which events are audited to the Windows Event log, providing visibility of labelling activity and user behaviour. This knowledge allows better targeting of security training and assessment of compliance to security policies.

About Boldon James

For over 20 years we have helped organisations with the most demanding and complex communication requirements manage sensitive information securely and in compliance with legislation and standards.

Our solutions extend the capabilities of Microsoft core infrastructure products to allow secure information exchange and in 2006 we were elevated to Microsoft Global Go-To-Market Partner. Boldon James is a wholly-owned subsidiary of QinetiQ, with offices in the UK, US, Australia and Europe, and channel partners worldwide.

Fig 2: Classifying an uploaded document



System Requirements - Software

- Microsoft SharePoint Foundation Server 2010
- Microsoft Windows Server 2008 R2 (64-bit)

Associated Products

- Boldon James Email Classifier – labelling/protective marking and release control for secure Microsoft Outlook emails and messages.
- Boldon James Office Classifier - labelling and control for Microsoft Office documents, including Word, PowerPoint, Excel, Visio and Project.
- Boldon James File Classifier – labelling/protective marking and release control for all types of Windows® files.
- Boldon James SAFEmail® – Military Message Handling System - a modular suite of Microsoft Outlook & Exchange components.

Try Before You Buy

Evaluations are available for this product. Contact your Boldon James representative or visit:

www.boldonjames.com/product-trial/sharepoint

* Does not include the Extended Office Feature Pack