

SharePoint Classifier

Secure document management for SharePoint® online or on-premises



At A Glance

Organisations of all sizes rely on Microsoft SharePoint® for collaboration and document management – either deployed on-premises or increasingly within the Office 365 cloud. As a result, large volumes of sensitive information are now concentrated within these systems, requiring users to be increasingly conscious of the security and safeguarding requirements of this data. Knowledge of the true sensitivity of the data must be used to control information sharing otherwise there is an inevitable increase in the risk of data leakage – this is a challenge that can be uniquely met with data classification software.

Boldon James SharePoint Classifier puts classification labelling at the heart of data governance by providing users the ability to apply relevant labels to any file held in the document libraries of Microsoft SharePoint, whether held in the cloud by SharePoint Online or on-premises. As well as ensuring users understand the value of the data they handle, the labelling metadata can be used to provide consistent control over where that information is held and who can access it – increasing the effectiveness of data loss prevention measures and meeting fundamental objectives of information security.

Key Benefits

- Engaged users
- Increases awareness
- Ensures safer collaboration
- Exploits a common platform

Engages Users

Simple Labels Selection

The user is presented with a simple labelling interface with the result displayed in the document library columns. The labelling interface can be configured to use one of a number of styles to best suit the user community. Where an Office document is labelled by SharePoint Classifier, the native metadata label is also added to the document. When such a document is later opened for editing, Office Classifier will automatically apply any visual markings required by the labelling policy.

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. For SharePoint administrators and programmers, additional tools for labelling large sets of SharePoint assets are also provided in the form of PowerShell extensions.

Increases Awareness

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.

Safer Collaboration

Document Prohibition

A document library can be configured to restrict the files it holds based on the classification of each file. For example, documents uploaded to an unrestricted document library that are not classified as PUBLIC could be automatically quarantined by SharePoint Classifier. A document library can be configured with a "clearance" which defines which classifications are permitted. SharePoint Classifier can then either move any prohibited documents to a quarantine area, or modify the document permissions to restrict access to the content.

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.

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, as are the labels of any email attachments.

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.

Exploits A Common Platform

Labelling Scheme

SharePoint Classifier follows the labelling scheme established for the other Classifier products. As such the choice of label elements and their values is centrally configured by an administrator. In this way the labelling performed within a SharePoint site is always consistent with the labelling policy appropriate to 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.