Managing Compliance Risk in SharePoint®

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1 IDENTIFY RED FLAG RISKS

Identify Risks: Identify compliance risks, content, locations, accessibility, permissions, etc.

Involve Stakeholders: Bring stakeholders such as senior management, heads of communications, human resources and business units together to provide assessment of risk and to suggest policies required for the organization.

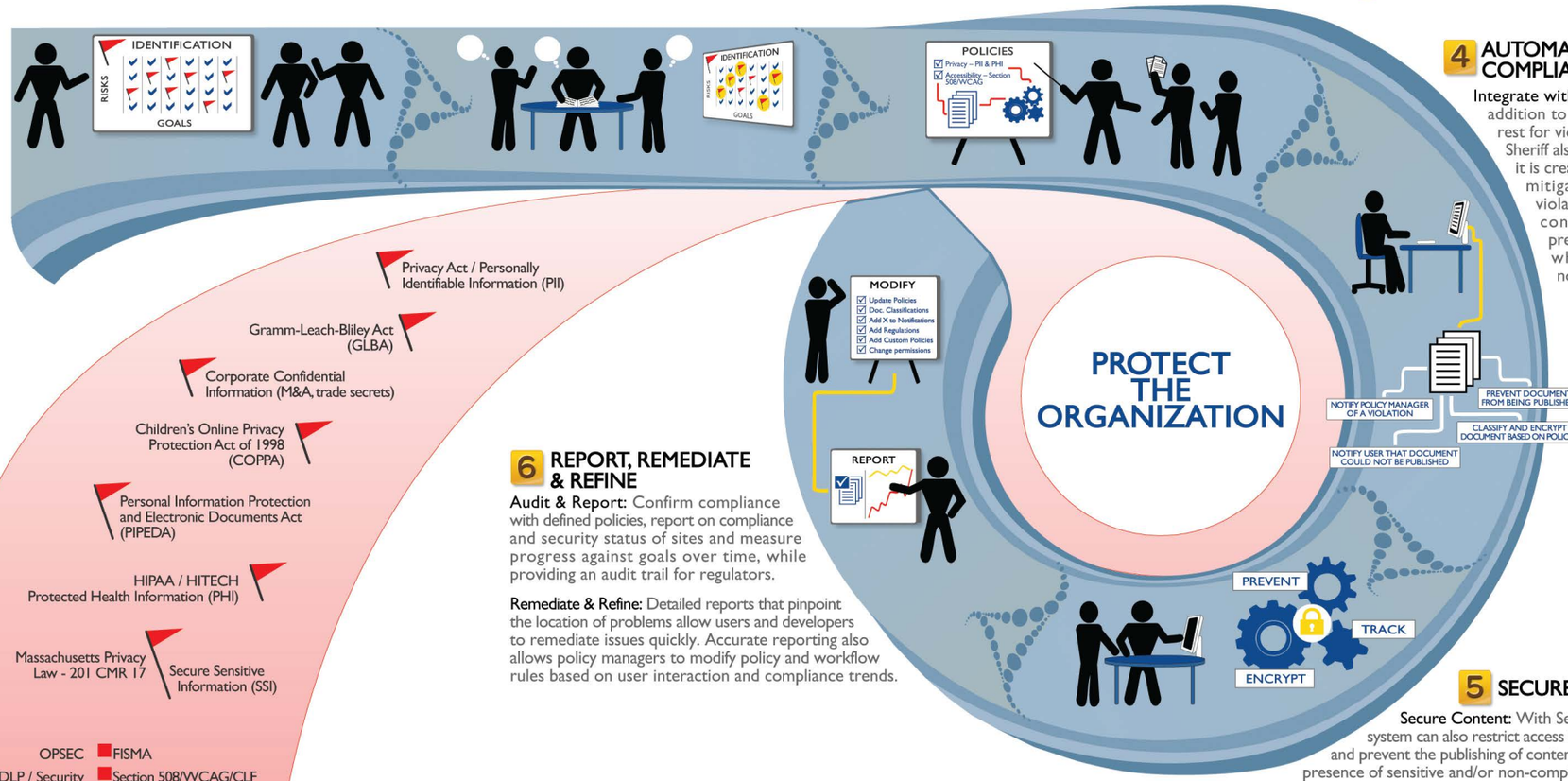
2 ESTABLISH THE COMPLIANCE STRATEGY

Publish a Content Compliance Strategy: Determine what areas of risk to address and align this with the business strategy. Use stakeholder knowledge to define the policies and procedures for the organization against the business strategy.

3 DESIGN POLICIES & DEPLOY

Design Policies: Define policies, business requirements, policy officers, appropriate actions, restricted access rules, notifications and workflows using HiSoftware Compliance Sheriff® and Sheriff Workflow™.

Deploy: Deploy Compliance Sheriff and HiSoftware Security Sheriff™ to scan and tag content to automatically detect, correct, prevent and mitigate risk.



4 AUTOMATE CONTENT COMPLIANCE

Integrate with User Activities: In addition to scanning content at rest for violations, Compliance Sheriff also reviews content as it is created to automatically mitigate risk by flagging violations and classifying content based on the pre-defined policy rules, while appropriately notifying stakeholders.

5 SECURE CONTENT

Secure Content: With Security Sheriff the system can also restrict access to, encrypt, track, and prevent the publishing of content based upon the presence of sensitive and/or non-compliant information.

Monitor & Evaluate: Workflow can be used to remediate compliance issues and/or task the proper individual(s) in the organization to review and potentially quarantine, remove, classify or re-classify the content. Central workflow also allows policy officers to override approvals and user actions, and make adjustments to classifications.

6 REPORT, REMEDIATE & REFINE

Audit & Report: Confirm compliance with defined policies, report on compliance and security status of sites and measure progress against goals over time, while providing an audit trail for regulators.

Remediate & Refine: Detailed reports that pinpoint the location of problems allow users and developers to remediate issues quickly. Accurate reporting also allows policy managers to modify policy and workflow rules based on user interaction and compliance trends.

- Privacy Act / Personally Identifiable Information (PII)
- Gramm-Leach-Bliley Act (GLBA)
- Corporate Confidential Information (M&A, trade secrets)
- Children's Online Privacy Protection Act of 1998 (COPPA)
- Personal Information Protection and Electronic Documents Act (PIPEDA)
- HIPAA / HITECH Protected Health Information (PHI)
- Massachusetts Privacy Law - 201 CMR 17
- Secure Sensitive Information (SSI)
- OPSEC
- DLP / Security
- PCI-DDS
- FISMA
- Section 508/WCAG/CLF
- Custom Policies
- DISCOVERY
  - Policy
  - Copyright
- BRAND INTEGRITY
  - Site Quality
  - Web Beacons/Cookies
  - Inappropriate Content

TIPS FOR SUCCESSFUL & CONSISTENT CONTENT COMPLIANCE

- Ensure the content compliance strategy aligns with the organization's overall strategy and is updated for changes to existing and new policies and laws.
- Make sure the Governance framework is relevant and updated regularly.
- Have key stakeholders review the strategy regularly.
- Implement a solution to continuously audit content, detect violations and enforce compliance policies to maintain data integrity and security, and employee and customer confidence.

PROTECT THE ORGANIZATION WITH CONTENT-AWARE COMPLIANCE & SECURITY FROM HISOFTWARE TO AUTOMATICALLY:

SCAN & AUDIT
Scan content at rest or in motion to detect non-compliant data and violations.

REPORT
View the compliance status of the site(s) and incidences, measure progress, and pinpoint issues for remediation with detailed reports and dashboards.

CLASSIFY
Classify data at the file level based on pre-defined policies or users can manually classify data using pre-defined values.

RESTRICT
Set file permissions based on metadata. This limits collaboration of non-compliant documents.

ENCRYPT
Further secure sensitive content by encrypting it immediately so only properly credentialed users will be able to read the content – whether inside or outside of SharePoint.

PREVENT
Prevent users from publishing, distributing, or emailing confidential and sensitive documents. Stop users from adding non-compliant content.

CONTROL
Trigger workflows to alert users to fix issues, get manager approvals and quarantine documents.

TRACK
Track and monitor the movement of confidential and sensitive documents; including who views, prints, and emails the documents.