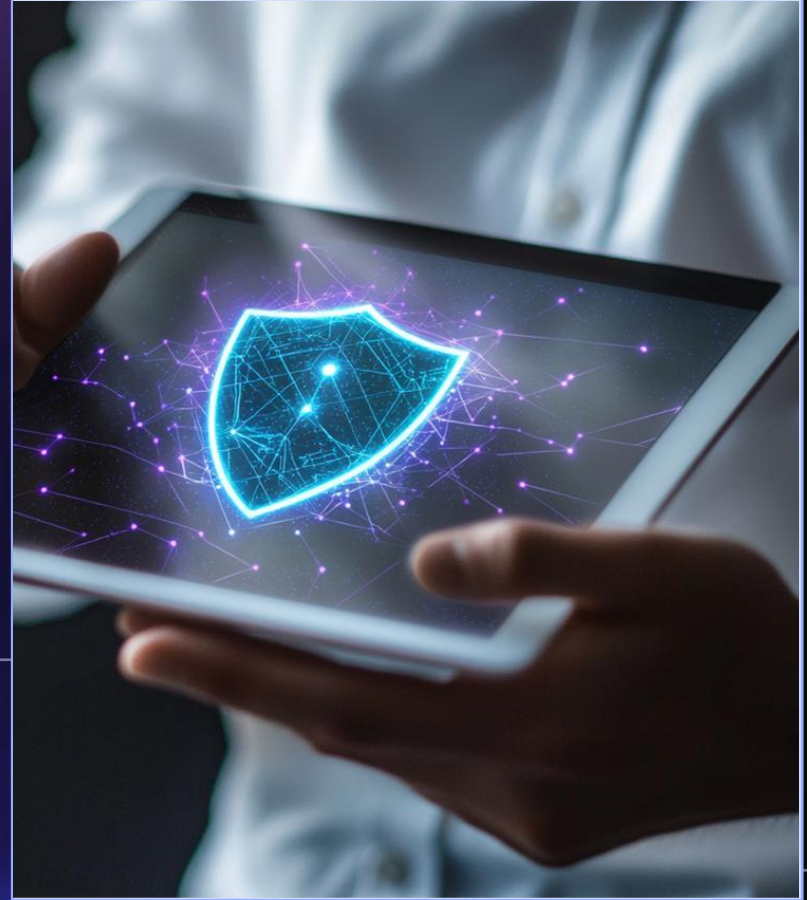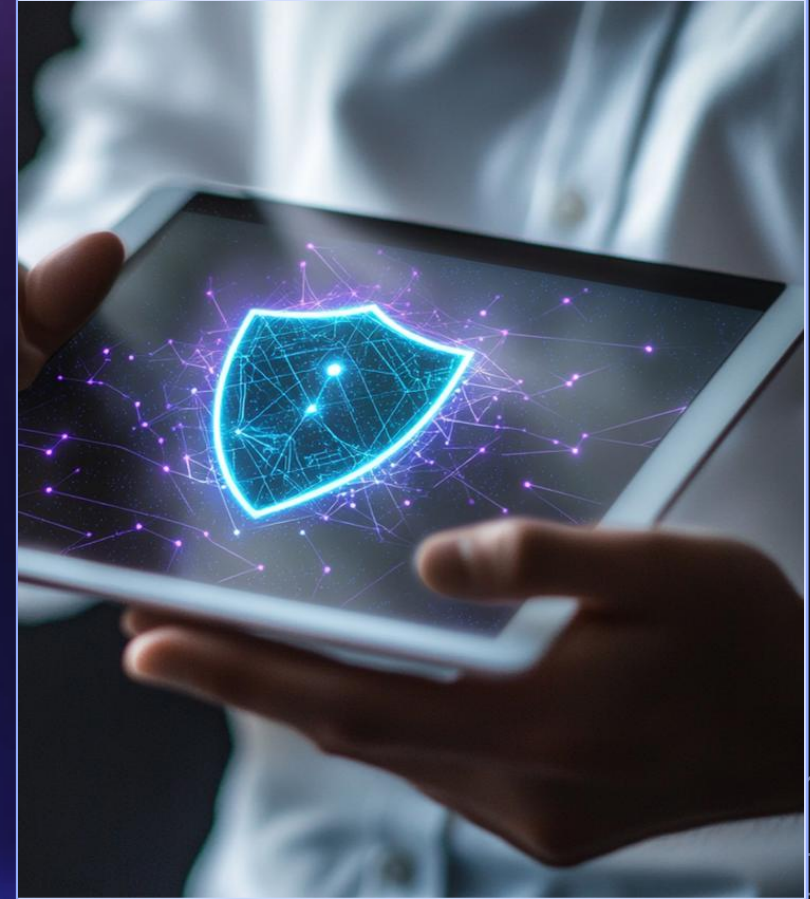# Microsoft Purview

Data Loss Prevention (DLP)

01

Creating & Configuring Retention Policies

Understanding Retention Policies

01

Purpose of Retention Policies

Retention policies help manage the lifecycle of data by retaining or deleting information according to business requirements.

02

Configuring Retention Policies

Configure retention policies by defining what data to retain, for how long, and actions to take once the retention period expires.

Definition and Purpose

What are Retention Policies?

Retention policies are guidelines that determine how long data must be retained or deleted, ensuring compliance with legal and regulatory requirements while managing information lifecycle effectively.
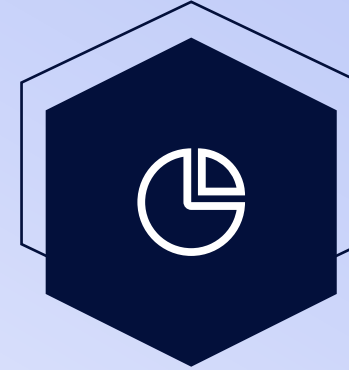
Objectives of Retention Policies

The primary objectives include minimizing legal risks, ensuring operational efficiency, facilitating data management, and adhering to regulations through systematic data retention and disposal practices.

Retention Policy Types

01
Static Retention Policies

Static retention policies apply to specific data locations and remain consistent unless manually changed.

02
Dynamic Retention Policies

Dynamic retention policies adapt to changing data conditions and help automate management based on data attributes.

Application of Retention Policies

Areas of Use

Retention policies are applied across various sectors such as healthcare, finance, education, and government to protect sensitive information and manage data integrity systematically.

Examples of Policies

Examples of retention policies include data retention for email communications for seven years, patient records kept for a minimum of ten years, and financial documents retained for a specific statutory period.

Definition and Purpose

What are Retention Labels?

Retention labels are classifications applied to documents and emails to manage their retention and deletion according to organizational policies. They help ensure compliance with regulatory requirements.

Objectives of Retention Labels

The primary objectives of retention labels include facilitating data governance, ensuring legal compliance, and automating data lifecycle management. They support organizations in protecting sensitive information effectively.

Application of Retention Labels

Areas of Use

Retention labels can be applied in various settings, including corporate environments, legal departments, and healthcare institutions. They help manage documents such as contracts, records, and patient information systematically.

Examples of Labels

Examples of retention labels include 'Permanent', 'Review in 5 years', and 'Deleted after 3 years'. Each label dictates different retention policies reflecting the organization's regulatory and operational needs.

Functional Differences

Scope of Application

Retention policies apply broadly across an organization's data management systems, while labels are often utilized on specific documents or files to indicate retention requirements.

Enforcement Mechanisms

Retention policies enforce data management practices actively, often through automated processes, whereas labels serve as guidance for users, necessitating manual adherence to associated rules.

Impact on Data Management

Administrative Control

Retention policies provide administrators with centralized governance over data retention, allowing for uniform compliance strategies, while labels afford flexibility but require user awareness for effective implementation.
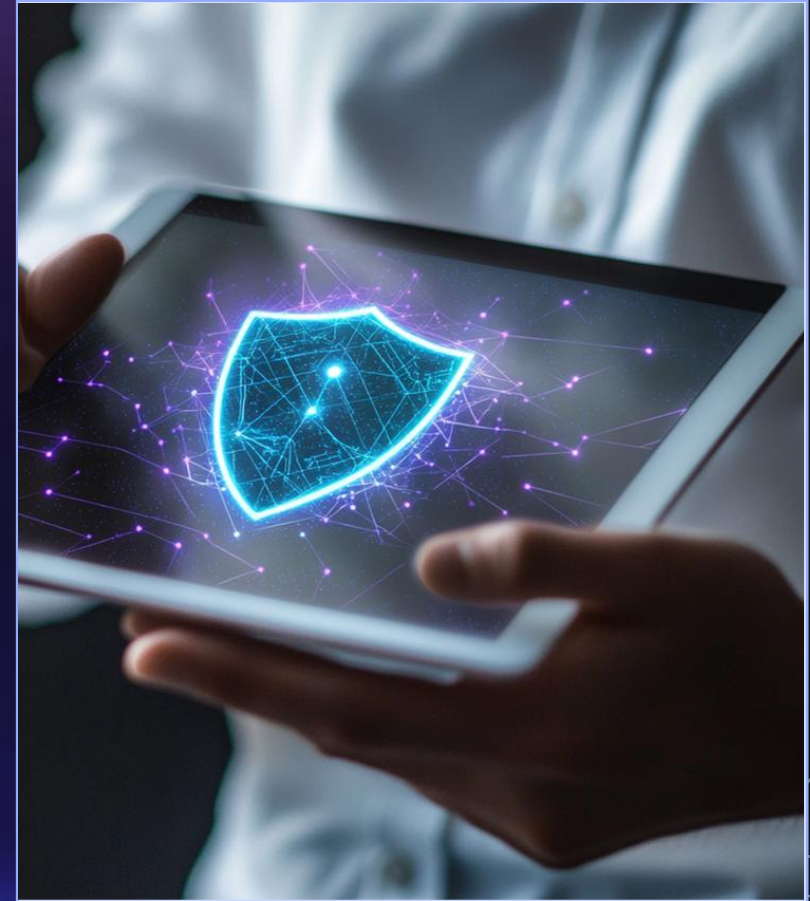
User Experience

The use of labels directly influences user workflows by providing clear instructions, while retention policies may create a more structured environment that could sometimes be perceived as restrictive.

02

Adaptive Scopes

Understanding Scopes

01

Definition of Scopes in Microsoft Purview

Scopes in Microsoft Purview refer to the contextual boundaries within which data governance policies and practices are applied, allowing for targeted data management.

02

Role of Scopes in Data Management

Scopes help delineate different segments of data, enabling users to focus on specific datasets, thereby improving organization and accessibility for governance efforts.

03

Benefits of Utilizing Scopes

Utilizing scopes enhances clarity in data management, aids in compliance with regulations, and allows organizations to prioritize governance tasks effectively based on criticality.

Definition and Characteristics

Dynamic Nature of Adaptive Scopes

Adaptive scopes in Microsoft Purview are flexible entities that adjust their parameters automatically based on specified rules and criteria, enabling organizations to manage data more effectively and responsively.

Use Cases for Adaptive Scopes

Common use cases for adaptive scopes include monitoring compliance, categorizing data for governance initiatives, and automating data classification workflows tailored to organizational needs.

Advantages of Adaptive Scopes

The key advantages of adaptive scopes include enhanced agility in data management, improved compliance with regulatory requirements, and the ability to efficiently manage evolving data landscapes.

Implementation of Adaptive Scopes

01

Steps to Create Adaptive Scopes

To create adaptive scopes, users must define the scope parameters, establish rules for data inclusion, and utilize the Microsoft Purview interface to finalize the setup seamlessly.

02

Management and Maintenance

Ongoing management and maintenance of adaptive scopes involve regular reviews of scope criteria, updating rules as needed, and ensuring that changes reflect the organization's data governance strategies.

03

Examples of Adaptive Scopes in Action

Practical examples of adaptive scopes include segmenting sensitive data for regulatory audits, automatically adjusting data access permissions based on user roles, and dynamically adapting to new data sources in cloud environments.

Definition and Characteristics

01 Fixed Nature of Static Scopes

Static scopes in Microsoft Purview are predefined containers that maintain consistent data access policies. Their fixed nature ensures that once they are established, the boundaries remain unchanged unless manually reconfigured.
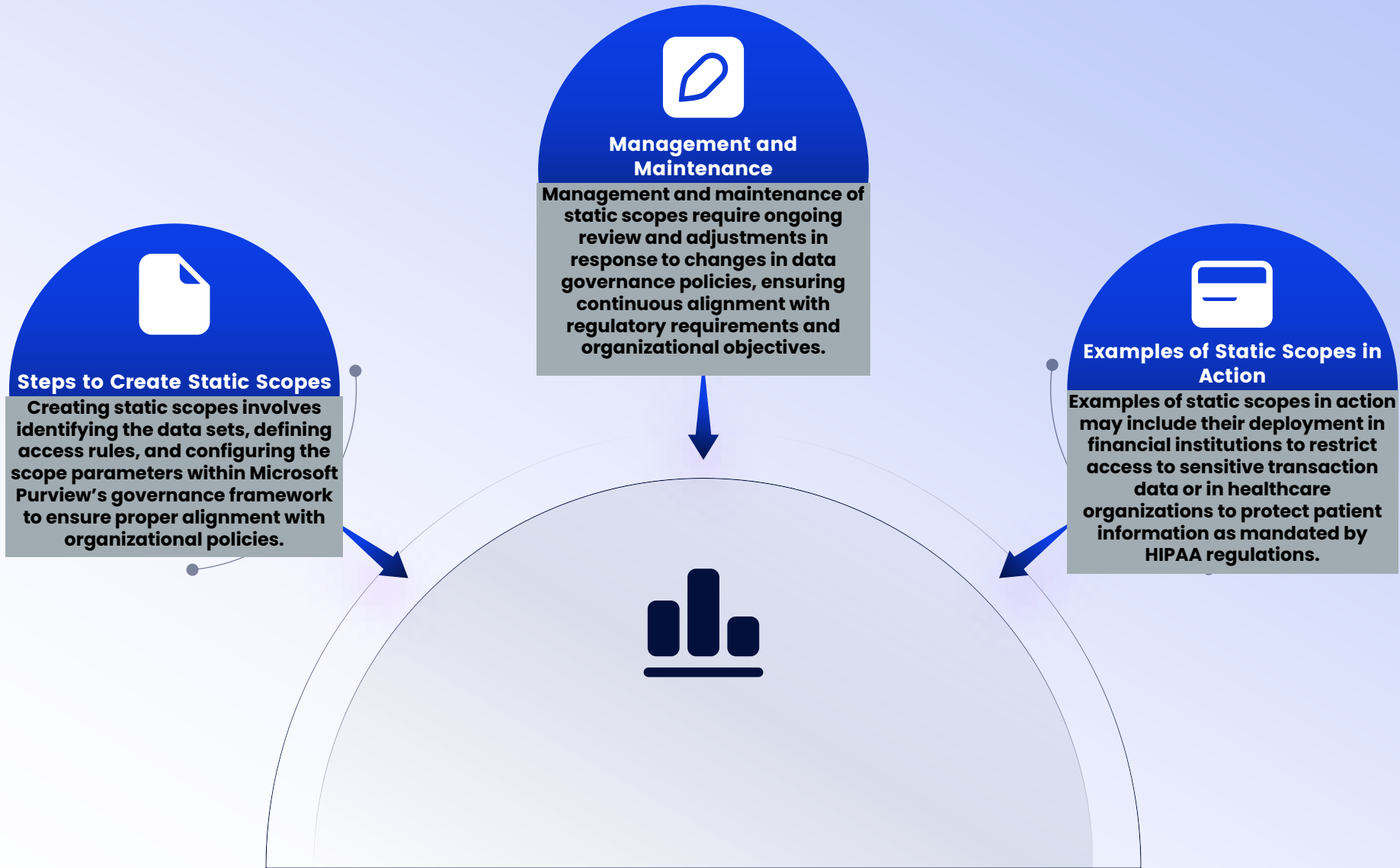
02 Use Cases for Static Scopes

Static scopes are utilized in scenarios requiring stringent data access controls, such as compliance reporting and security audits, where predictable access parameters are necessary to monitor and safeguard sensitive information.

03 Advantages of Static Scopes

The advantages of static scopes include enhanced security frameworks, reduced complexity in managing access permissions, and improved regulatory compliance by ensuring that data access remains consistent over time.

Implementation of Static Scopes

Management and Maintenance

Management and maintenance of static scopes require ongoing review and adjustments in response to changes in data governance policies, ensuring continuous alignment with regulatory requirements and organizational objectives.

Steps to Create Static Scopes

Creating static scopes involves identifying the data sets, defining access rules, and configuring the scope parameters within Microsoft Purview's governance framework to ensure proper alignment with organizational policies.

Examples of Static Scopes in Action

Examples of static scopes in action may include their deployment in financial institutions to restrict access to sensitive transaction data or in healthcare organizations to protect patient information as mandated by HIPAA regulations.

Key Differences

01

Flexibility vs. Rigidity

Adaptive scopes are designed for changes over time, allowing modifications as needs evolve, while static scopes remain fixed, imposing restrictions on adaptability and adjustment.

02

Use Case Application

Adaptive scopes are beneficial in dynamic environments where requirements shift frequently, whereas static scopes are suited for stable situations where constant conditions are present.

03

Management Implications

Management must align their strategies according to the chosen scope type, as adaptive scopes require ongoing oversight, while static scopes may permit more straightforward management routines.

Selecting the Appropriate Scope

Factors to Consider

When determining scope type, factors such as project nature, environmental volatility, and organizational goals should be evaluated to ensure optimal alignment and effectiveness.

Recommendations for Organizations

Organizations should tailor their scope selection to their specific context and needs, emphasizing flexibility where necessary to accommodate change and stability when conditions allow.

Case Studies Comparison

Reviewing real-world examples highlights how different organizations effectively employed adaptive or static scopes and the resultant impacts on project outcomes and overall efficiency.

Monitoring Policy Compliance

Importance of Monitoring

Monitoring ensures that retention policies are applied correctly and consistently, maintaining regulatory compliance and data integrity.

Tools for Monitoring

Microsoft Purview provides tools, such as audit logs and reports, to track retention policy application and identify non-compliance issues.

Handling Non-Compliance

Identifying Non-Compliance

Identify non-compliance by regularly reviewing monitoring reports and alerting mechanisms set within Microsoft Purview.

Corrective Actions

Corrective actions may include reapplying retention labels, adjusting policies, or training users on compliance requirements.

03

Event-Based Retention
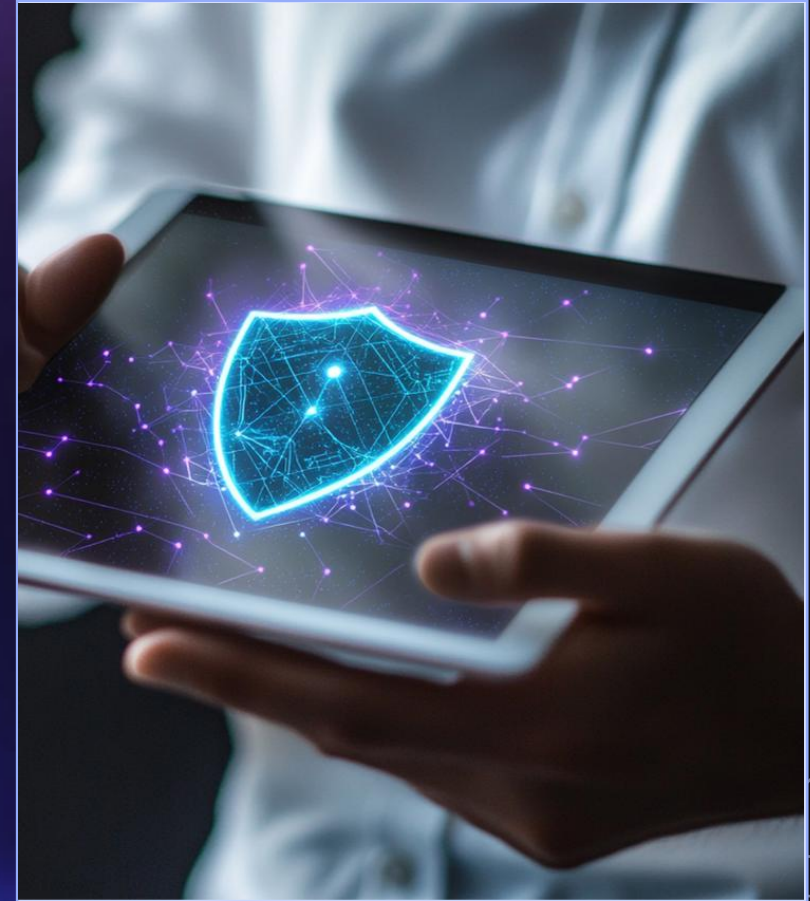
Introduction to Event-Based Retention

Definition and Purpose

Event-based retention links data retention periods to specific events, ensuring that records are retained for a necessary duration following an event.

Types of Events

Events triggering retention periods can range from contract termination, employee departure, to project completion or regulatory changes.

Implementation Strategies

Identifying Relevant Events

Organizations must identify events relevant to their operations that should trigger retention periods, aligning with their compliance requirements.

Automating Event-Based Retention

Leveraging automation tools to manage event-based retention can ensure accuracy and consistency, reducing manual errors and saving time.

# Benefits of Event-Based Retention

Compliance Assurance

Ensures data retention aligns with regulatory timelines, reducing the risk of non-compliance and potential penalties.

Data Lifecycle Management

Facilitates better management of data lifecycles, ensuring data is retained or disposed of in alignment with business needs.

04

Disposition Reviews for Records Management
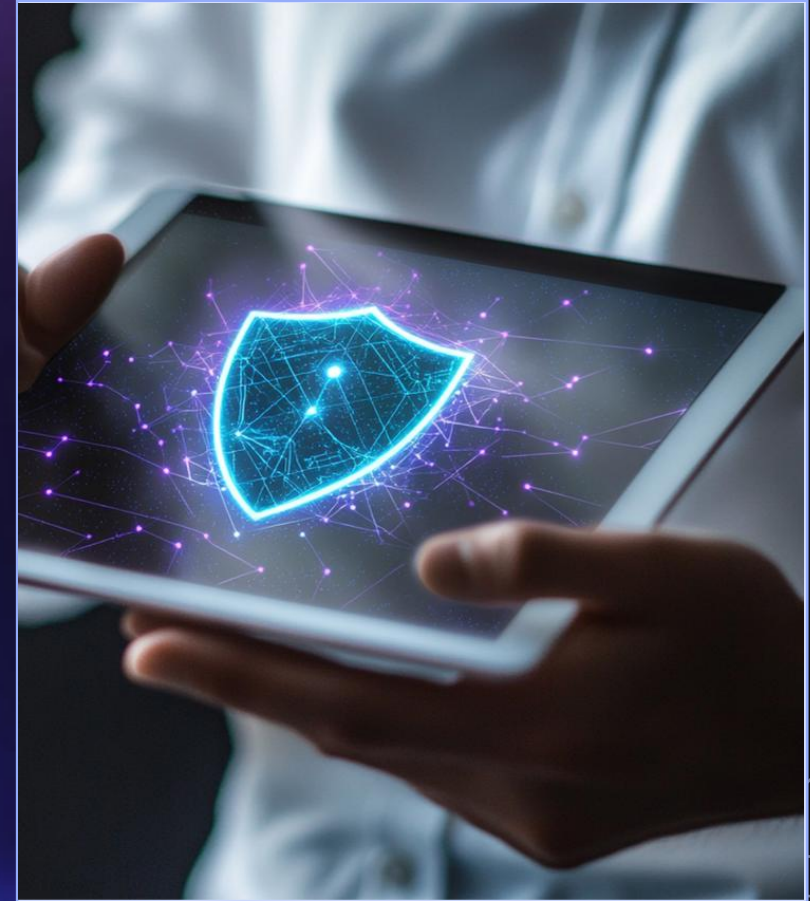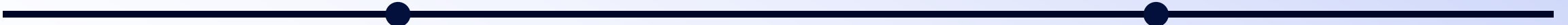
Understanding Disposition Reviews

Definition and Role

Disposition reviews involve evaluating records before their deletion to ensure that they no longer hold value or are required for legal purposes.

Review Procedures

Detailed procedures outline the steps for reviewing data, including criteria for retention, consultation with stakeholders, and documentation.

Key Factors in Disposition Reviews

Legal and Regulatory Requirements

Legal and regulatory factors must be considered during disposition reviews to avoid accidental deletion of data needed for compliance.

01

Business Needs and Historical Value

Records with ongoing business relevance or historical importance should be identified and retained accordingly.

02

Benefits of Effective Disposition Reviews

Reduced Risk of Inadvertent Deletion

Regular reviews minimize the risk of important data being inadvertently deleted, ensuring valuable information is retained.

Cost Efficiency

Streamlining data disposition reduces storage costs and enhances overall data management efficiency.

05

Best Practices for Data Retention & Management
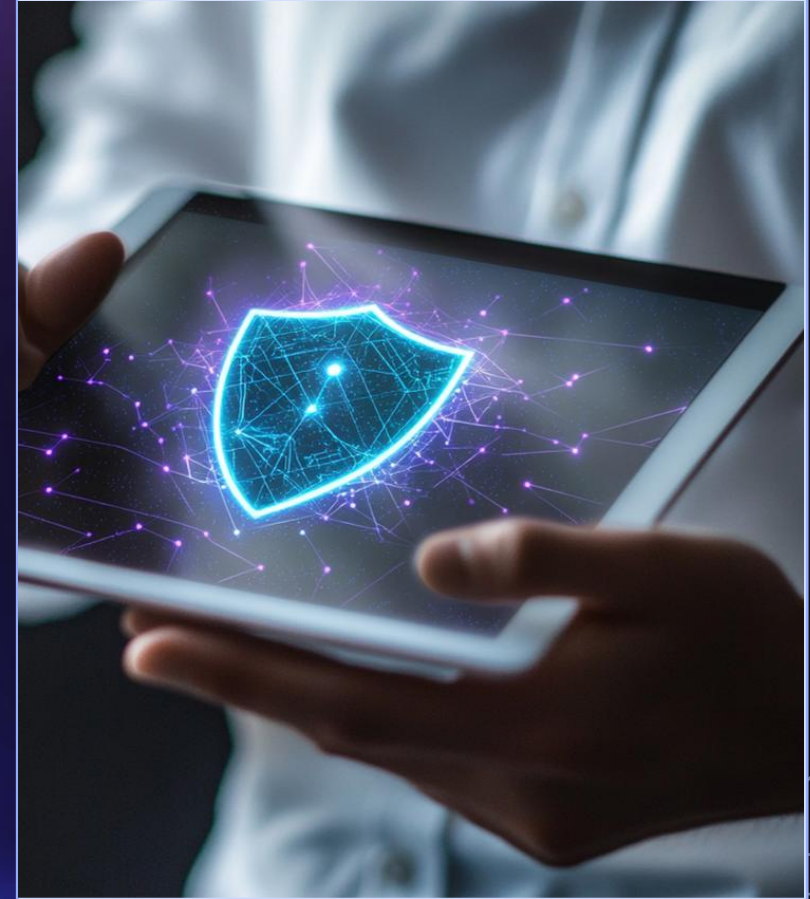
Policy Review and Updates

Regular Review

Regular review of retention policies ensures they remain relevant and effective in the face of changing business and regulatory demands.
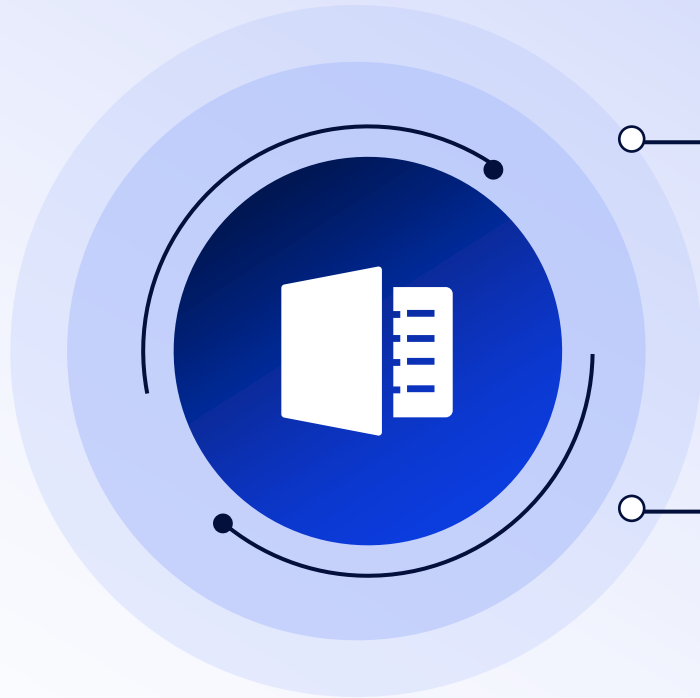
Updating Policies

Updating policies involves assessing current effectiveness, incorporating feedback, and making necessary adjustments to criteria and actions.

# User Training

Importance of Training

Training ensures that users understand retention policies, their responsibilities, and the tools available to them for compliance.

Training Programs

Implement robust training programs, including initial onboarding and periodic refreshers, to maintain high levels of awareness and compliance.

06

SC-100 Tie-in: Data Residency, Retention, and Regulatory Alignment
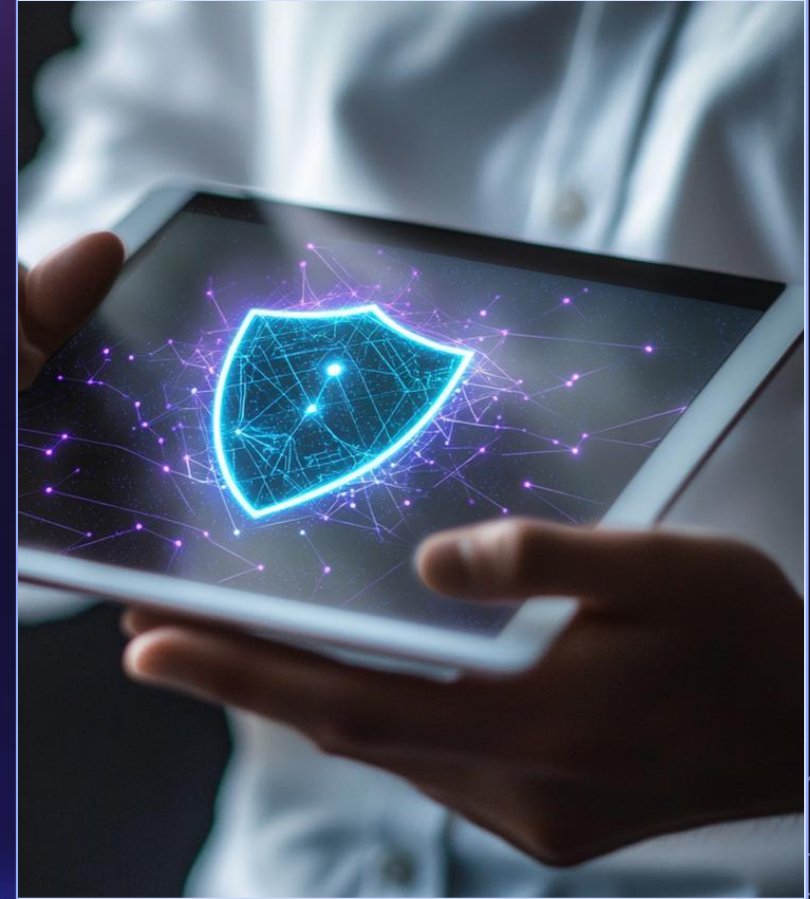
Data Residency Concerns

Understanding Data Residency

Data residency refers to the physical or geographical location where data is stored, impacting compliance with regional laws and regulations.

Regulatory Implications

Awareness of data residency implications is crucial as different regions have distinct data protection regulations influencing data storage practices.

Aligning Retention with Regulations

STEP. 01

Cross-Jurisdictional Compliance

Organizations must ensure data retention policies comply with regulations across different jurisdictions where they operate, considering specific legal requirements.

STEP. 02

Policy Harmonization

Harmonizing data retention periods and policies can help streamline compliance efforts, reducing complexity and ensuring consistency.
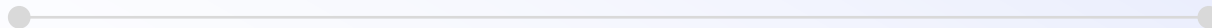
# Benefits of Regulatory Alignment

Avoiding Legal Penalties

Adhering to regulations helps avoid legal penalties, safeguarding the organization from fines and legal complications.

Enhancing Reputation

Demonstrating regulatory compliance enhances the organization's reputation, building trust with clients, stakeholders, and regulators.

Integrating with Existing Systems
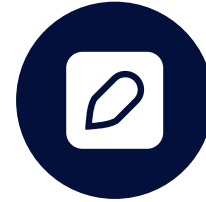
Compatibility Assessment

Assessing compatibility with existing systems ensures seamless integration of new records management tools, minimizing disruption.
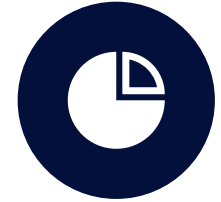
Data Migration Strategy

Effective migration strategies are essential for transferring data from old systems to new management platforms without data loss or integrity issues.

Managing Electronic Records

Electronic vs. Physical Records

Understanding the differences between managing electronic and physical records helps tailor approaches according to the record type.

Security Considerations

Ensuring the security of electronic records involves implementing robust measures to protect data from unauthorized access or breaches.

Role of Automation in Records Management

Automation Tools and Benefits

Leveraging automation tools in records management improves efficiency, reduces manual workload, and enhances record accuracy and compliance.

Implementation Challenges

Identifying and addressing implementation challenges, such as resistance to change and technical difficulties, is crucial for successful automation.

Thanks