# Creating a DLP Policy

To comply with regulations for our London office, we will implement a DLP policy to prevent the sharing of privacy data outside the organization.

1) Log into you tenant

<https://login.microsoftonline.com/>

2) Click on the Security and Compliance Center 'App' from the welcome page. Note: if you are already in you can find the app from the App launcher menu in the top left corner (aka "the waffle").

Machine generated alternative text:
MOD Administrator 
Good afternoon 
Search online documents 
Install Office 2016 
Other installs 
Power 31 
Mail 
Delve 
Calendar 
People 
Word 
Teams 
Yammer 
Dynamics 365 
PowerPoint 
Store 
OneDrive 
OneNote 
MyAnaIytics 
SharePoint 
Admin 
Planner 
Securty & 
Compliance 
Tasks 
PowerApps 

3) Take a minute to see the investments in the Security and Compliance Center and then from the left navigation, expand **Data loss prevention**, then click **Policy**.

Machine generated alternative text:
Office 365 
Home 
Alerts 
Permissions 
Classifications 
Data loss prevention 
Policy 
App permissions 
Device management Cf 
Data govemance 
Threat management 
Search & investigation 
Reports 
Service assurance 
Security & Compliance 
Custorn ize 
Welcorrp to the & Compliance Center 
We're busy building a one-stop shop for security and compliance 
across Office 365. Keep an eye out for new features coming your 
way. As always, your feedback is a critical part of our blueprint. 
so take a look arouru± and let us know what you think. 
Threat rnanagement 
We understand the importance of 
keeping your data safe and secure. 
That's why we provide tools to Help 
you understand and investigate cyber- 
threats and take action to protect 
your organization from them. 
G Data Wvernarwe 
It's your data. You own it. So weVe 
developed features that let you take 
charge of how and when it is stored, 
used, and retained or remcn.'ed. 
Search & investigation 
You have a lot of data swarming 
around in the cloud. Luckily, the 
features in the Search & Investigation 
section can help you navigate through 
the swarm. 
Search for users 
Search for users 
What's 
Updates to ATP safe links 
Disposition reflew 
New help articles 
More„. 
Service assurance 
Recornrnended for you 
Search for activiy 
Want to kncM* what your users 
and admins are doirg? Start 
recording activities in Office 
Stan recording run' 
More 
P 
Take a tour 
*icy 
into OffQ 
Add a retent& *icy 
Search for 
Search for Admin 
Does your organization need to 
comply with regulatory standards like 
HIPAA, SOC, and ISO? You're in luck. 
Our Service assurance page is the 
place to go. 
update indust:y and 
ings 
by Miæft 

4) From the Data loss prevention page, click **Create a policy**.

Machine generated alternative text:
Office 365 
Home 
Alerts 
Permissions 
Classifications 
Data loss prevention 
Policy 
App permissions 
Device management Cf 
Data govema nce 
Threat management 
P Search & investigation 
Reports 
Service assurance 
Security & Compliance 
Home > Data loss prevention 
use data loss prevention (DLR) policies to help identity art protect your organization's sensitive information. For example you can set up policies to help make sure information in email and docs isn't shared with the wrong people. Leam rr.ore about DLR 
DLP gnlicy matches 
10 
DLP false positives and 0m 
10 
+ Create a polio/ 
D "Wne 
CD Refresh 
No data available 

5) First filter by **Show options for** and choose **United Kingdom.**

Machine generated alternative text:
New DLP policy 
Choose the information to protect 
Name your policy 
Choose locations 
Policy settings 
Review your settings 
Start with a template or create a c 
ttæ tarwlats 
If to mot«t 
Learn 'Tore about DLR polio' tem*tes 
All countries or regions 
United States of America 
Australia 
Germany 
Canada 
Israel 
F rare 
Saudi Arabia 
Unit* Kingdom 
J:pan 
aate a 
Fin areal 
Medical and health 
Privao/ 
Custom policy 
Custom policy 
Create a custom *icy from scratch. You will ch:HJse 
the type of content to protect and how you want to 
protect it. 

6) Filter the templates by clicking **Privacy**, then click **U.K. Data Protection Act,** then click **Next**. Office 365's templates are built around industry regulations that we support. Each template implements one or more sensitive information types. Organizations and partners can create custom ones.

Machine generated alternative text:
New DLP policy 
Choose the information to protect 
Name your policy 
Choose locations 
Policy settings 
Review your settings 
Start with a template or create a custom policy 
an to the tarwlats pu to aate a 
If to mot«t to 
Learn 'Tore about DLR polio' tem*tes 
U n i ted King d orn 
Fin areal 
Medical and health 
Privao,' 
U. K. Data Protection Act 
LIK Privacy ard Electronic 
Communications Regulations 
LIK Personally Identifiable 
Information (PID Data 
LIK Personal Information Online 
Code of Practice (PICO) 
U.K. Data Protection Act 
Helps detect the presence of information su$ect to 
United Kirgdom Data Protection Act, including data 
like national insuraru:e numbers. 
Rot«É 
LIK National Insurance Number (NINO) 
U.S. / LIK Passport NüT,ber 
Code 

7) Accept the default policy name and click **Next.**

Machine generated alternative text:
New DCP policy 
o 
Name your policy 
Choose the information to protect 
UK Data Protector. Act 
Name your policy 
Enter a friendly description for your porg 
Choose locations 
Policy settings 
Review your settings 

8) Select the **Let me choose specific locations** and click **Next**

Machine generated alternative text:
New DCP policy 
Choose the information to protect 
Name your policy 
Choose locations 
Policy settings 
Review your settings 
Choose locations 
Well protect mars stored in me locabons choose. • 
O All locations in Office 365. Includes content in Excharge email ard OneDriveand SharePoint 
@ Let me choose specific Io:ations. 
Back 

9) Observe that we can apply a policy across Exchange, SharePoint, OneDrive and soon Skype for Business and Teams. We can also make exclusions and inclusions like company executives and click **Next**.

Machine generated alternative text:
New DCP policy 
ns 
o 
o 
Choose locatio 
Choose the information to protect 
Name your policy 
Choose locations 
Policy settings 
Review your settings 
Choose sites 
Choose accounts 
Exclude accou nts 

10) Confirm that the **Detect when this content is shared** is checked and set to **with people outside my organization**. Then click **Next**.

Machine generated alternative text:
New DCP policy 
Choose the information to protect 
Name your policy 
Choose locations 
Policy settings 
Review your settings 
x 
Customize the type of content you want to protect 
Ifpu•re creating a custom policy, croose at least one sensitive into type or label to protect. If you started with a template, review the sensitive 
into types that are already it-duded, or dick Edit to add or remove types or labels. 
@ Find content that conta ins: 
UK. National Insurance Number (NINO) 
U.S. / U.K. Passport Number 
SWFT code 
Detect when this content is shared: 
with people outside my organization 
O Use advam:ed settings 

11) In the "What do you want to do if we detect sensitive info?" section, keep the default options to show the policy tips. To prevent this information from being shared externally, check the **Block people from sharing, and restrict access to shared content.** To see examples of what policy tips look like in different Office clients, click [Learn more about notifications and tips](http://go.microsoft.com/fwlink/?LinkId=834760) . Click **Next** to continue.

Machine generated alternative text:
New DLP policy 
Choose the information to protect 
Name your policy 
Choose locations 
Policy settings 
Review your settings 
x 
What do you want to do if we detect sensitive info? 
We'll automatically create detailed activity reports so can review the content that matches this policy. V"hat else do want to do? 
Notify users when content matches the policy settings 
Shot/ polio' tips to users and send them an email notification. 
Tips appear to users in their apps (like Outlcok, OneDrive, and SharePoint) and help then learn how to use sensitive info responsibly. You 
can use the default tip or customize it to your liking. Learn n-«e about notificatiors and tips 
Customize the tip ard email 
Detect when a specific amount of sensitive info is being shared at one time 
Detect when content thats being shared contains: 
At least I 
instares of the same sensitive info type. 
Send incident reports in email 
ay default pu art your global admin will automaticalty receive the email. 
what to include in the report ard receives it 
31cn:k people from sharirg, and restrict access to shared content 
Let people who see the tip werride the policy 

12) It’s a good idea to test your policy first but for our purposes, just select **Yes, turn it on right away** and click **Next** to review your settings.

Machine generated alternative text:
New DCP policy 
Choose the information to protect 
Name your policy 
Choose locations 
Policy settings 
Review your settings 
Do you want to turn on the pol'cy or test things out first? 
Do you want to turn on the policy right yvzy or test things out first? 
Keep in mind that after tum it on, it'l take up to an hour for the policy to take effect. 
Yes, tum it on right 
O I'd liketotestitcutfirst 
C] Show policy tips while in test mode 
O No, keep it off. turn it on later. 

 13) Review your settings and click **Create** to create the policy.

Machine generated alternative text:
New DCP policy 
Choose the information to protect 
Name your policy 
Choose locations 
Policy settings 
Review your settings 
Review your settings 
name 
u. K. Data Protection Act 
U. K. Data Protection Act 
to content tt-æse 
acharge email 
SharePoint sites 
OneDrIVE accounts 
If the content has these types of sensitive information, UK. 
National Insurarce Number (NINO,U.S. / LIK Passport 
Number SWIFT Code then rotib' people with a Policy Tip ard 
email message. 
If there's at least I pieces of the same kird of sensitive 
information block access to content arc sera an incident 
report with high severity level . 
Tum on after rs created? 

14) You should now see your new policy created. Notice that you can pin the DLP policy matches widget to the Security and Compliance home page.

Machine generated alternative text:
Office 365 
Home 
Alerts 
Permissions 
Classifications 
Data loss prevention 
Policy 
App permissions 
Device management c.f 
Data governance 
Threat management 
Security & Compliance 
Home > Data loss prevention 
MOD Administrator 
Use data loss prevention (DLP) policies to help identify and protect your organization's sensitive information. For example you can set up policies to help make 
information in email and docs isn't shared with the wrong people. Learn more about DLP 
Ld DLP policy matches 
-E Pin widget to Home page 
Ld DLP false positives and o... 
0 
09/08 
+ Create a policy 
Name 
09/10 
0 
09/08 
09/12 
CD Refresh 
09/10 
Search 
Order 
U.K. Data Protection Act 
09/12 
Last modified 
September 13, 2017 
Status 
On 