

Boldon James File Classifier

Security Labelling for all types of Windows® Files

Organisations face the problem of controlling sensitive information that is held in a rapidly expanding range of different electronic formats – from the humble text file through to image files, PDFs and CAD documents. Without the ability to apply a common set of controls to all these types of sensitive material there is an inevitable increase to the risk of data leakage, which is a challenge that can be met with information classification software.

Boldon James File Classifier puts classification labelling at the heart of data loss prevention by giving users the ability to apply relevant metadata labels to any file held in Windows® file store. This metadata can then 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.

Key Benefits

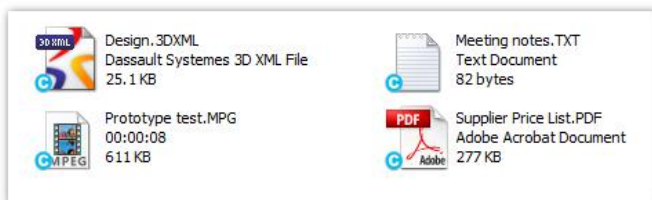
- ▶ Classifies any type of file
- ▶ Enforces information assurance policies
- ▶ Raises user awareness of security responsibilities
- ▶ Improves data loss prevention (DLP) measures
- ▶ Controls unstructured information

Security labels enforce an organisation's rules on handling and release of documents, ensuring the consistent behaviour of other security and compliance technologies such as data loss prevention (DLP) and archiving.

The result is increased user awareness of the sensitivity of information, the ability to provide evidence that applicable regulations have been met and the opportunity to boost the return on investments in encryption, archiving & storage, e-discovery and DLP.

File Classifier is the natural complement to Boldon James Office Classifier. Office Classifier provides the most comprehensive set of labelling plug-ins for applications in the Microsoft® Office family. File Classifier extends the range of information that may be labelled to include any type of file that may be held in Windows file store.

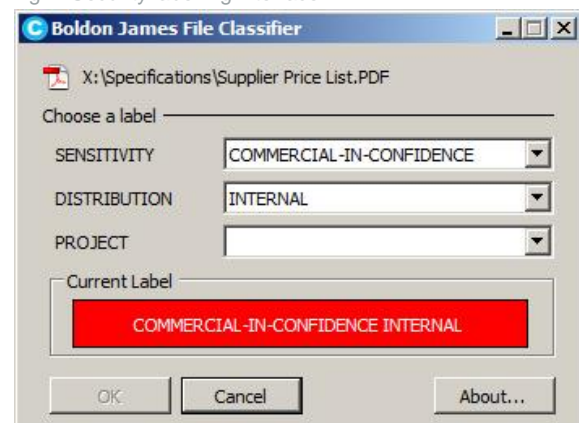
Fig 1: Label any type of file



Features

- Simple Classification Interface
File Classifier integrates into Windows File Explorer enabling a user to classify a file using the familiar right-click menu. The classification interface clearly displays the current label and allows the user to choose a new label.

Fig 1: Security labelling interface

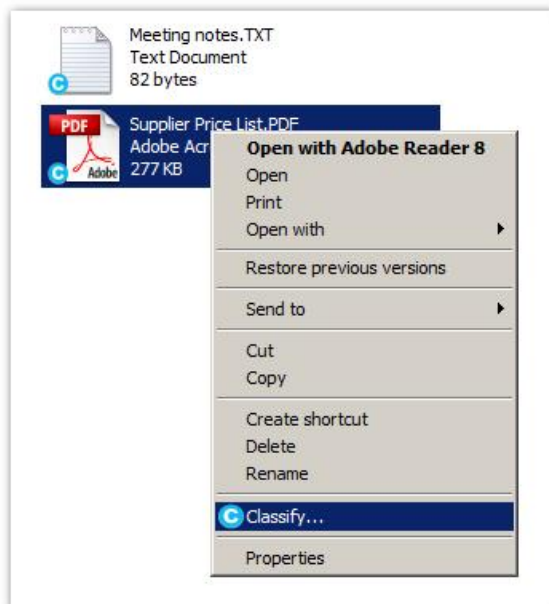


- Visual Feedback
File Classifier applies hidden metadata labels to files. Windows® File Explorer can show this label information for most documents as a standard property column, otherwise an icon overlay will provide the user with a visual reminder that the file is labelled.

Administrators can configure the use of standard document properties for labelling as part of the labelling policy. The use of alternate overlay icons can also be supported in order to tailor the visual experience.

- **Configurable Labelling Scheme**
File 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 user is always consistent with the policy defined for that user and different labelling policies can be applied to groups and departments in order to best fit the needs of the business.
- **Embedded Metadata Labels**
File Classifier either applies native metadata labels using document properties, in the same manner as Office Classifier, or uses a metadata location common to all Windows files. Labelling using this hidden metadata is completely transparent to the other applications that use these files.

Fig 2: Right-click to classify a file



- **DLP Enhancement**
The metadata labels added by File Classifier can be recognised by other Classifier products and metadata-aware systems such as archiving and DLP. By using the metadata label, DLP solutions can more precisely control the dissemination of information and minimise data leakage.
- **Unified Administration**
File 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.

System Requirements - Software

- Desktop Operating System*: Windows Vista SP2 / Windows 7 / Windows 8 / Windows Terminal ServerOffice
- Microsoft Office*: Office 2007 SP2 / 2010 (32 & 64 bit) / 2013 (32 & 64 bit)

Associated Products

File Classifier is used together with one or more of the following products:

- Boldon James Email Classifier - labelling and control for 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 OWA Classifier - labelling and control for Microsoft Outlook Web App.

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