Boldon James Notes Classifier

Labelling, Protective Marking and Release Control for Lotus Notes® Messaging

Email is the primary collaboration tool in most organisations, so it's no surprise that it's a common source of information leakage, with most data loss caused by user error. Boldon James Notes Classifier puts labelling at the heart of data loss prevention by engaging users in classifying information, so that relevant visual labels can be applied to Lotus Notes email messages and structured labels embedded within the email metadata.

Key Benefits

▸ Enforces information assurance policies

▸ Raises user awareness of security responsibilities

▸ Enhances data loss prevention (DLP) measures

▸ Controls unstructured information

▸ Prevents external data leakage

▸ Automatically protects the most sensitive content

▸ Provides visibility of user behaviour and compliance position

▸ Low deployment and administration costs

Boldon James Notes Classifier enables users of Lotus Notes to easily apply visual and metadata labels to their emails. Labelling enforces an organisation's rules on handling and release of email, 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 your investments in DLP, encryption, archiving & storage, e-discovery, rights management and ERDMS.

Features

- **Label Selection**
  Notes Classifier provides a simple interface from which users select a classification label. This interface is shared with other Classifier products, ensuring a common user experience when labelling emails, documents and files. Administrators can set options to force labelling on sending of emails, thereby automating compliance with information assurance policies.

- **Visual Marking**
  Notes Classifier applies visual markings to the content of Notes messages, raising user awareness of the value of the information that they are handling. Administrators can configure where the markings will appear within the email, how the marking is formatted (including font, size and colour) and how the label is represented (including prefixes, suffixes and delimiters as well as any alternate values). Dynamic placeholders* can also be used to include data within the marking that is specific to the user or session, for example the username or date.

- **Metadata Marking**
  Notes Classifier applies metadata markings as Internet x-headers, enabling email filtering, encryption and archiving technologies to take action based on these structured label values. This provides a simple way to ensure consistent actions are taken by otherwise complex information security tools and offers an additional safeguard against data leakage.
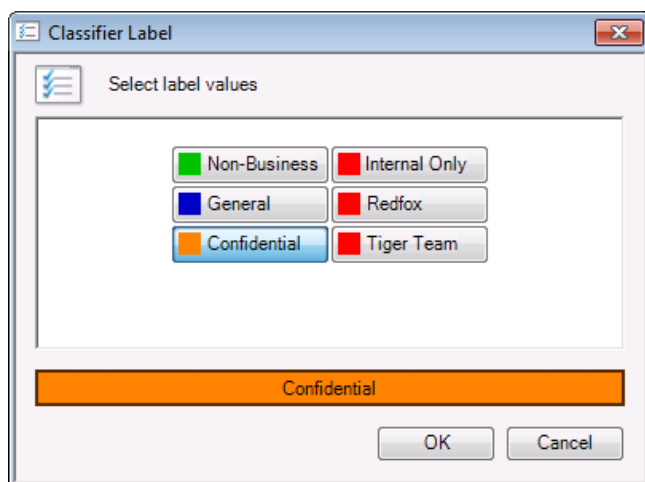
Fig 1: Label Selector
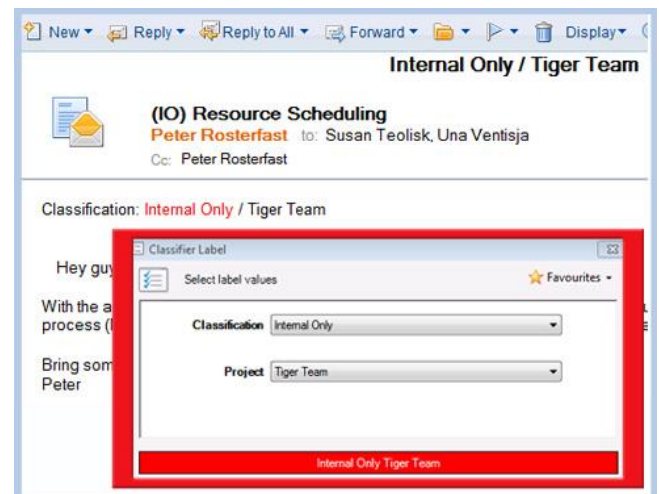
- **Clearance Checking**
  Notes Classifier checks label values against the clearances assigned by an administrator to the email domains of external recipients. These checks ensure controlled distribution of email outside of the organisation, preventing external information loss and significantly reducing an organisation's security exposure and risk.

- **Labelling Helpers***
  Users can have convenient access to the labels they use most often or find most useful in the form of 'favourites'and most recently-used labels. Assisted labelling can also be used to guide the user when selecting individual label values, simplifying choices and ensuring validity of the selected combination of values.

- **Policy Feedback**
  Notes Classifier offers a comprehensive policy feedback interface that presents fully customisible content to users, explaining the result of any policy checks. This interface is shared with other Classifier products, ensuring a common user experience when labelling emails, documents and files.

Fig 2: Policy Feedback showing Attachment and Clearance Checks
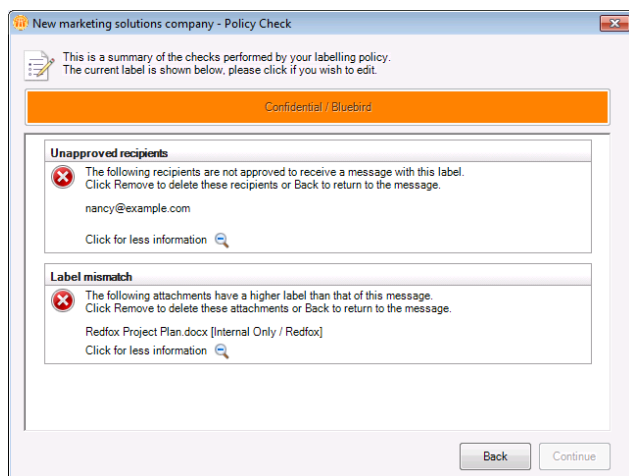
- **Quick Classification***
  Where a community of users needs only a small set of label choices, Quick Classification presents those users with a preset collection of label buttons within the labelling interface.These buttons need only a single click to classify a document or email. Each button has its own colour cue, caption and tooltip.

Fig 3: Quick Classification interface

- **Message Attachment List**
  Notes Classifier can append details of attached files (including file name and any associated label) to the bottom of an email, providing reviewers with the attachment history and maintaining their awareness of original content, even when printed.

- **Attachment Label Consistency**
  Where an email includes documents labelled by Boldon James Office Classifier, then Notes Classifier will ensure that the message label is appropriate for those documents, providing a dependable approach to information dissemination. This check includes any nested content attached to messages, whether inside another email or a zipped file.

- **Unified Administration**
  Notes Classifier is supplied together with the Classifier Administration console which unifies the policy configuration of all Classifier products. The console handles policies from the simple to complex, ensuring that a Classifier solution can be implemented quickly with the minimum of expertise (see the Classifier Administration datasheet)

- **Auditing**
  Administrators can specify which events are audited to the Windows Event log, providing visibility of user behaviour with regard to information security and management. This knowledge allows better targeting of security training and assessment of compliance to security policies.

System Requirements - Software

- Desktop Operating System: Windows Vista SP2 / Windows 7

- Server Operating System: Domino® server 8.5 / 9.0

- Desktop Email Client: Lotus Notes 8.5 / 9.0

Try Before You Buy

Evaluations are available for this product. Contact your Boldon James representative or visit www.boldonjames.com

* Available only in the Enterprise Edition

About Boldon James

For 30 years, Boldon James has been a leader in data classification and secure messaging solutions, helping organisations of all sizes manage sensitive information securely and in compliance with legislation and standards, in some of the most demanding messaging environments in the world.

Our Classifier product range extends the capabilities of Microsoft products and other solutions to allow users to apply relevant visual & metadata labels (protective markings) to messages and documents in order to enforce information assurance policies, raise user awareness of security policies and orchestrate multiple security technologies.

Our customers range from corporates, including Utilities, Manufacturing, Financial and Professional Services businesses, to Government, Defence & Intelligence organisations. We are an accredited Microsoft Global Go-To-Market and Gold Applications Development Partner, a Symantec Technology Partner and McAfee Sales Teaming Partner. Boldon James is a wholly-owned subsidiary of QinetiQ, a FTSE 250 company, with offices in the UK, US, Australia and Europe and channel partners worldwide.