Boldon James SharePoint® Classifier
## Security Classification for Microsoft Document Management

Organisations are increasingly adopting Microsoft SharePoint® for collaboration and document management. As a result, large volumes of sensitive information are now concentrated in these systems, requiring users to be increasingly conscious of the security and safeguarding requirements of this data. Knowledge of the true sensitivity of the data must drive access control, otherwise there is an inevitable increase in the risk of data leakage, which is a challenge that can be uniquely met with information classification software.

Key Benefits

▶ Raises user awareness of security responsibilities

▶ Classifies any type of file or document

▶ Controls access using classification

▶ Enforces information assurance policies

▶ Improves data loss prevention (DLP) measures

▶ Regulates unstructured information

Boldon James SharePoint Classifier puts classification labelling at the heart of data loss prevention by giving users the ability to apply relevant labels to any file held in the document libraries of Microsoft SharePoint. As well as ensuring users understand the value of the data they handle, the labelling metadata can be used to provide consistent control over who can access that information – increasing the effectiveness of data loss prevention measures and meeting key objectives of ISO27001.

Fig 1: Enhanced document library view
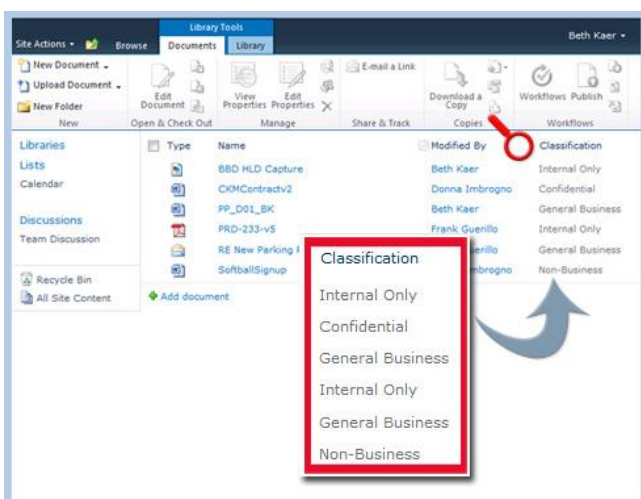
Features

- **Visual Feedback**
  Within the document library view, additional columns can be displayed to present the document labels to the user and allow sorting, filtering and selection based upon label values.

- **Label Any File**
  Any file type that can be uploaded to a SharePoint document library may have a label applied and displayed in the document label columns. This allows the widest possible range of information assets to be brought into the classification scheme.

- **Label-based Access Control**
  Access to labelled documents can be controlled by assigning label permissions (or clearances) to groups of users. A user's clearance can be used both to restrict visibility of the data within various SharePoint views and search requests, as well as controlling access to that data. All this is done within the claims-based access control system of SharePoint.

- **Simple User-Driven Labelling**
  The user is presented with a simple labelling interface with the result displayed in the document library columns. The labelling interface can be configured to use one of a number of styles to best suit the user community. When an unlabelled file is uploaded to a document library, SharePoint Classifier can be configured to keep the file 'checked-out' until the user applies a label. Where an Office document is labelled by SharePoint Classifier, the native metadata label is also added to the document. When such a document is later opened, Office Classifier will automatically apply any visual markings required by the labelling policy.

- **Automatic Label Propagation**
  Where a document that has previously been labelled by Office Classifier is uploaded to SharePoint, the native metadata label is automatically propagated to the document label columns without the need for further action by the user.

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- **Intelligent Label Recognition**
  Where an unlabelled document is uploaded and is of a type supported by Office Classifier (including PDF files), then a metadata label can be derived from other properties using Classifier's label mapping facility. This allows SharePoint Classifier to take account of informal or historic labelling schemes, as well as labelling schemes in use by partners or other business units.

- **Bulk Labelling**
  To ensure efficient labelling for larger number of files, SharePoint Classifier can label sets of documents as part of a bulk upload operation. The label of any document previously labelled by Office Classifier is automatically propagated to the document label columns. Unlabelled files can remain 'checked-out' to allow a user to manually select an appropriate label. For power users, additional tools for labelling large sets of SharePoint assets are available as part of Power Classifier.

- **Email to Document Library**
  Where a document library is email-enabled, the Classifier label of a received email is automatically propagated to the document label columns, as are the labels of any email attachments.

- **Selective Library Enablement**
  Document libraries can be selectively extended to support document classification, allowing key repositories to be targeted.

- **Configurable Labelling Scheme**
  SharePoint 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 SharePoint site is always consistent with the labelling policy appropriate to the business.

- **Unified Administration**
  SharePoint 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.

Fig 2: Classifying an uploaded document
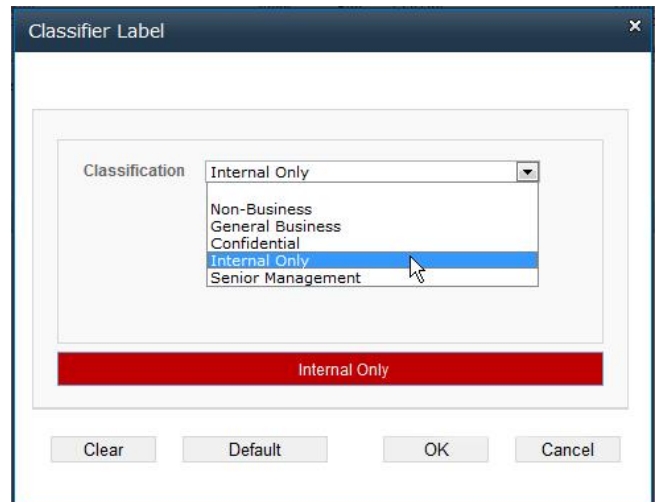
- **Auditing**
  Administrators can specify which events are audited to the Windows Event log, providing visibility of labelling activity and user behaviour. This knowledge allows better targeting of security training and assessment of compliance to security policies.

System Requirements - Software

- Microsoft SharePoint Foundation Server 2010

- Microsoft Windows Server 2008 R2 (64-bit)

Associated Products

- Boldon James Office Classifier - labelling and protective marking for Microsoft Office documents, including Word, PowerPoint, Excel, Visio and Project.

- Boldon James File Classifier – security labelling for all types of Windows® files.

- Boldon James Power Classifier – mass security labelling for documents and files

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