



# Maximising Microsoft 365 for Hospices

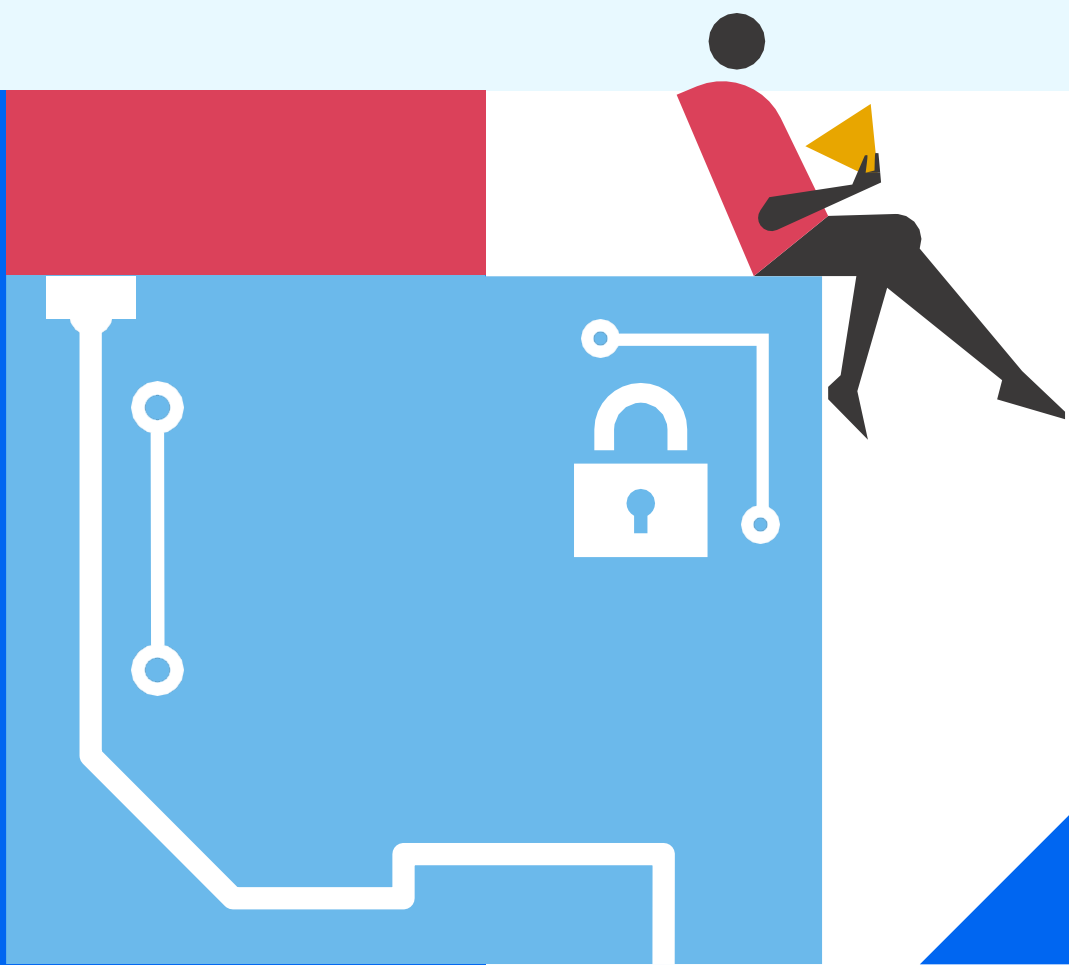
Episode 2: Modern Data Compliance



**Mike Owen,**  
Modern Workplace Director  
yoko:10



**Gavin Turnbull,**  
Managed Services Consultant  
Central Technology





# Central Technology – IT services for businesses across the UK

- Founded in 2002, with over 20 years' experience in IT Managed Services
- Working with over 30 hospices, charities and healthcare organisations since 2019
- Supporting organisations across the UK from our Head Office in Derbyshire, with additional branches in Leicester and Dorset.
- Strategic, partnership approach to IT



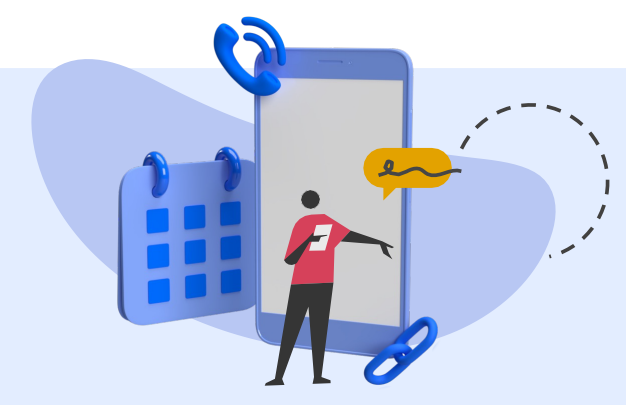
**IT Support**



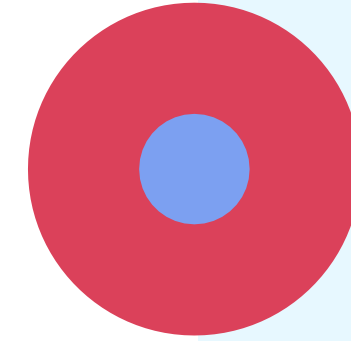
**Cyber Security**



**Cloud Solutions**



**Communications**



# Agenda

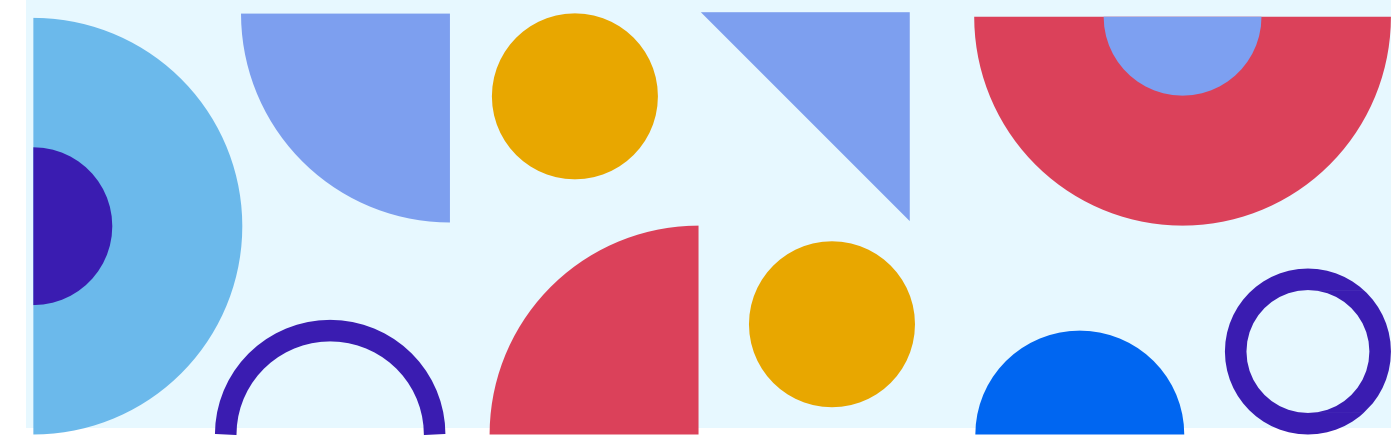
- 1. Importance of Data Security and Compliance**

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- 2. Maintaining Control of Your Data**

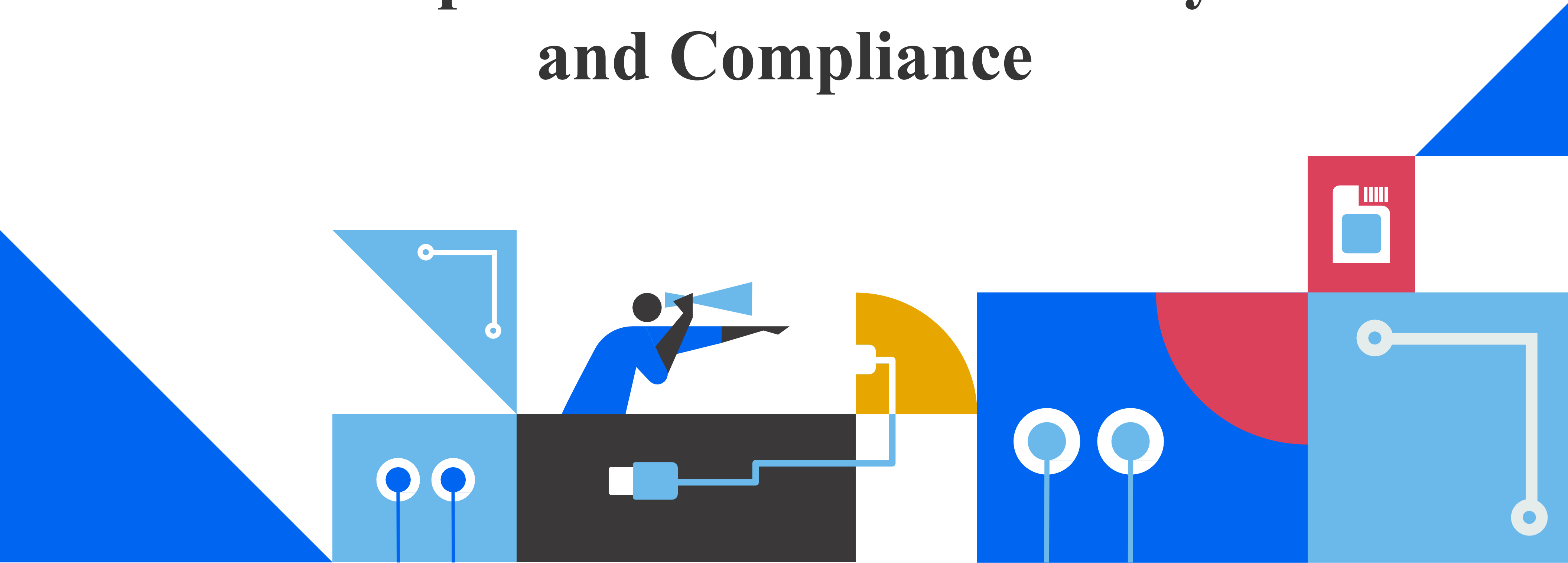
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- 3. Using Sensitivity Labels**

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- 4. Implementing Data Loss Prevention Policies**

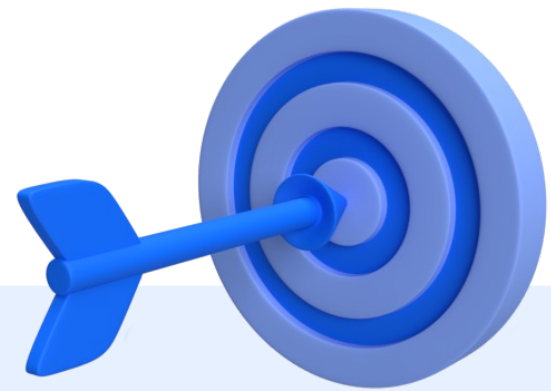
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- 5. Data Governance and Retention Labels**



# Importance of Data Security and Compliance



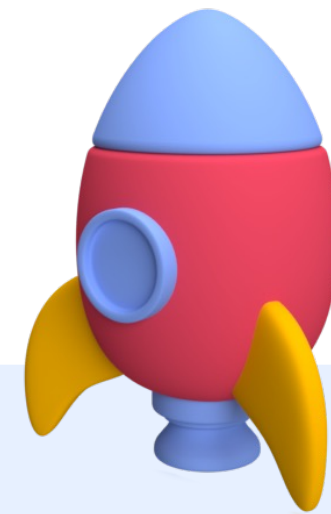
# Importance of Data Security & Compliance



Regulatory  
Compliance



Data Protection



Operational  
Stability

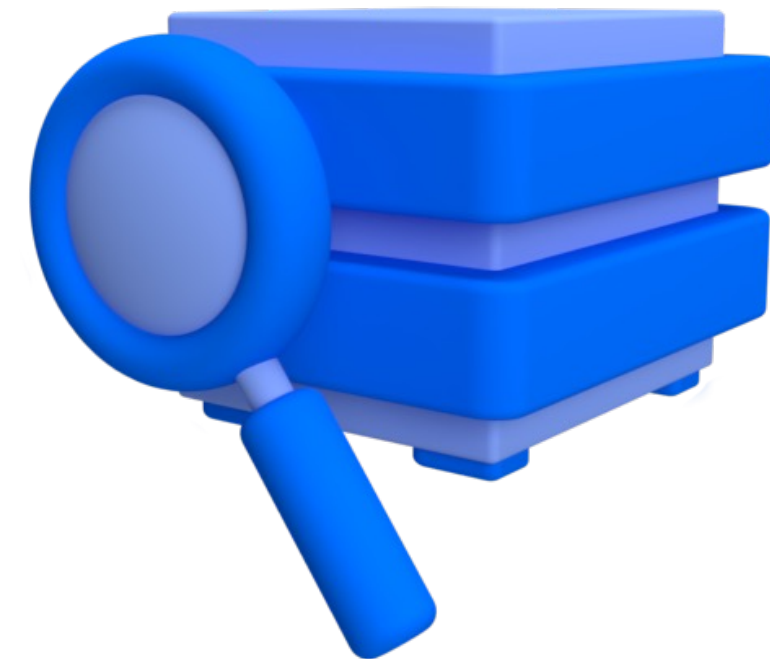


Trust &  
Reputation



# Understanding Your Data

- 1 Identify types of personal/sensitive data
- 2 Map your data flows
- 3 Evaluate data retention periods
- 4 Identify potential risks and vulnerabilities

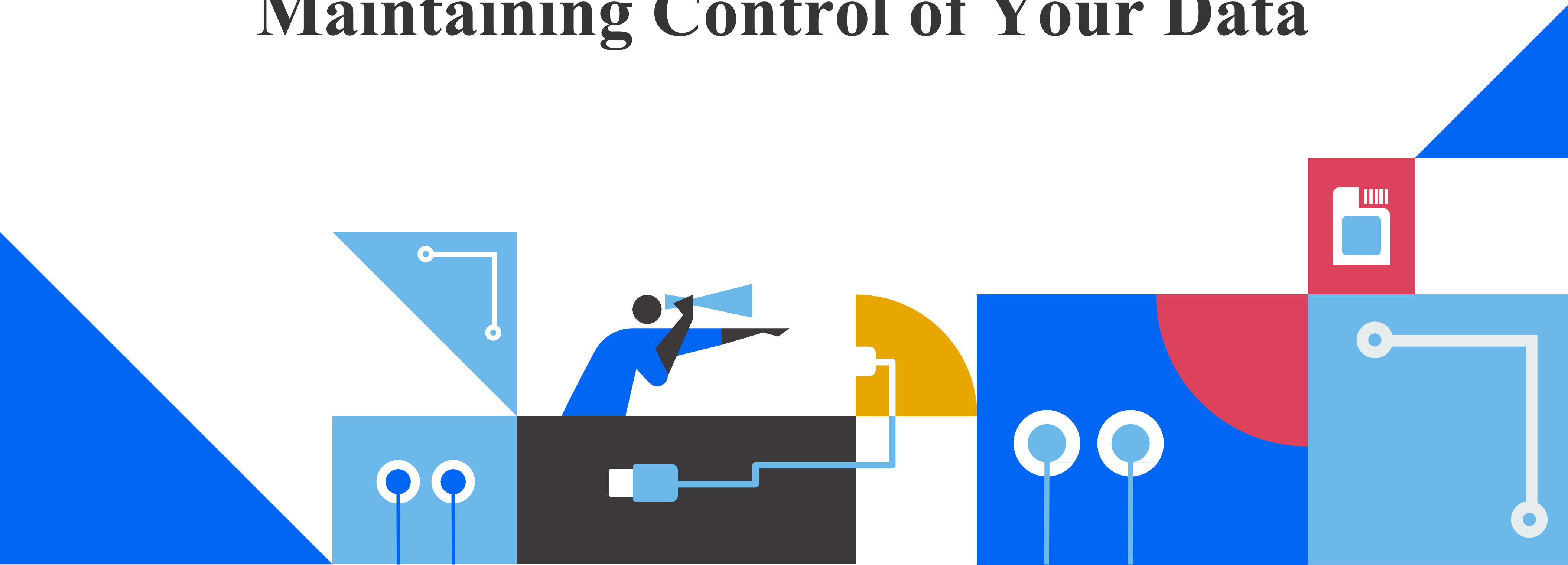




# What controls can we use?

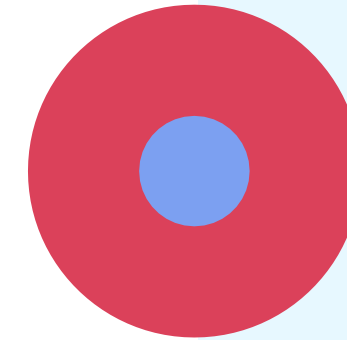
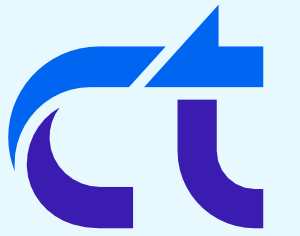
- ✔ Sharing Controls on Teams, SharePoint & OneDrive
- ✔ Guest User Controls
- ✔ Sensitivity Labels
- ✔ Identify potential risks & vulnerabilities
- ✔ Data Loss Prevention Policies
- ✔ Retention Policies
- ✔ Retention Labels

# Maintaining Control of Your Data





# Stay in control in a collaborative world



Message **Insert** Format text Draw Options

Attach file ▾ Link ▾ Signature ▾ Record Pictures Emoji Table ▾ Apps Polls

**Send** ▾

To: Alex Wilber ✕ Bcc

Cc

December Report Draft saved at 12:53 PM

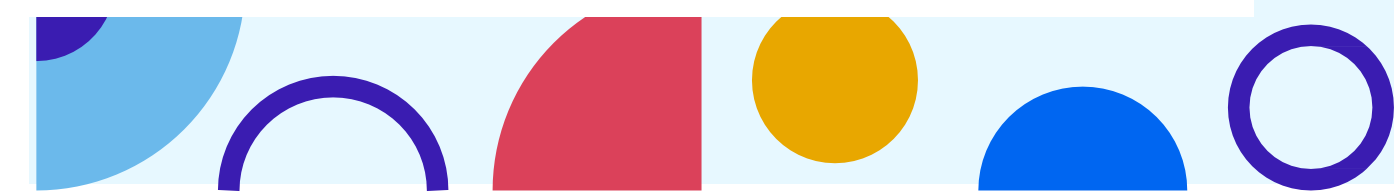
People's Forum December R...  
9 MB

Hi Alex,

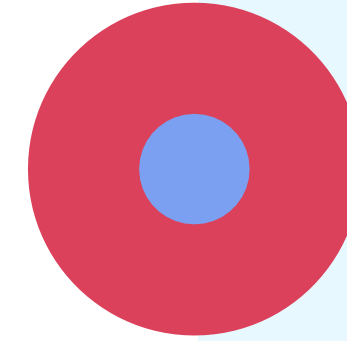
Please find attached the December report.

Regards,  
Lynne

Search Downloads	
Date modified	
	11/04/2025 13:52
	11/04/2025 12:30
	06/03/2025 17:30
	10/01/2025 14:10




# Stay in control in a collaborative world



**Lynne Robbins**  
To: Alex Wilber  
Mon 09/01/2023 16:07

Lynne Robbins has shared a OneDrive for Business file with you. To view it, click the link below.

 [People's Forum December Meeting.docx](#)

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Hi Alex,


Please find attached the Decem

Regards,  
Lynne

[Reply](#) [Forward](#)

**Finance Report**  
Alex Wilber  
To: Lynne Robbins  
Mon 09/01/2023 16:00

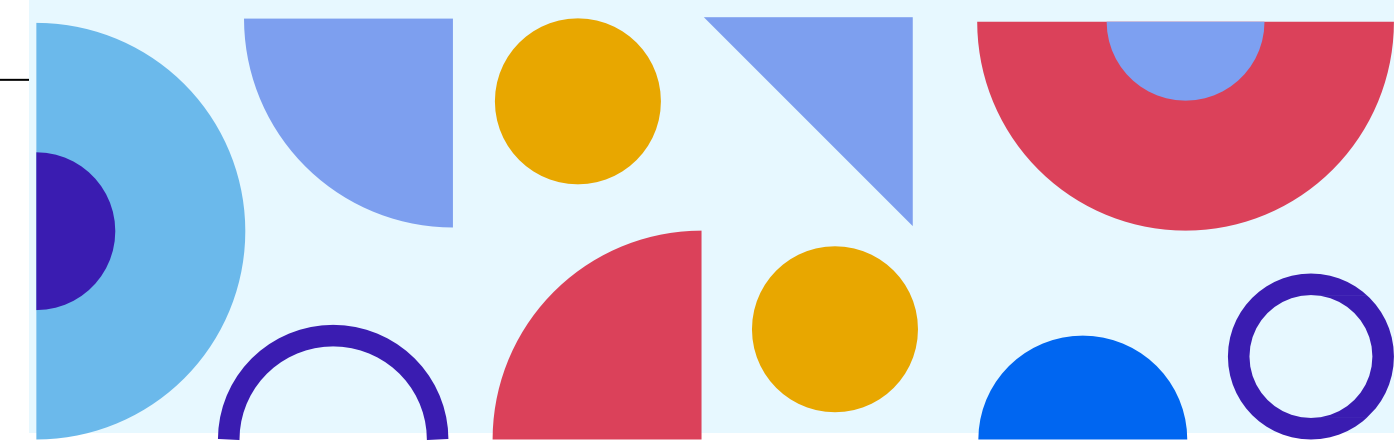
Retention Policy Exchange and SharePoint Retention (6 years) Expires 07/01/2029

 If there are problems with how this message is displayed, click here to view it in a web browser.

Hi Lynne,

Here's a link to the document we discussed - [Finance Report 23.docx](#)

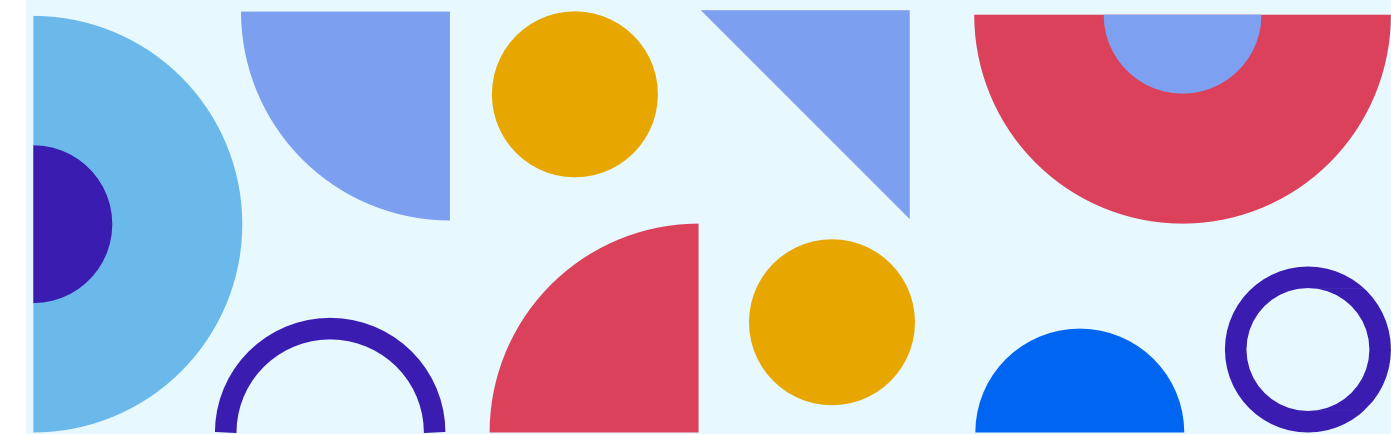
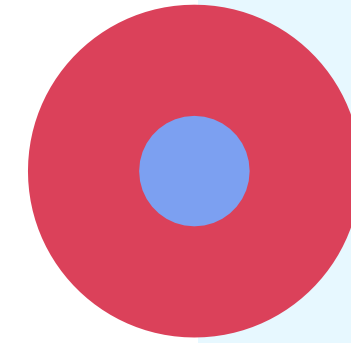
Regards,  
Alex



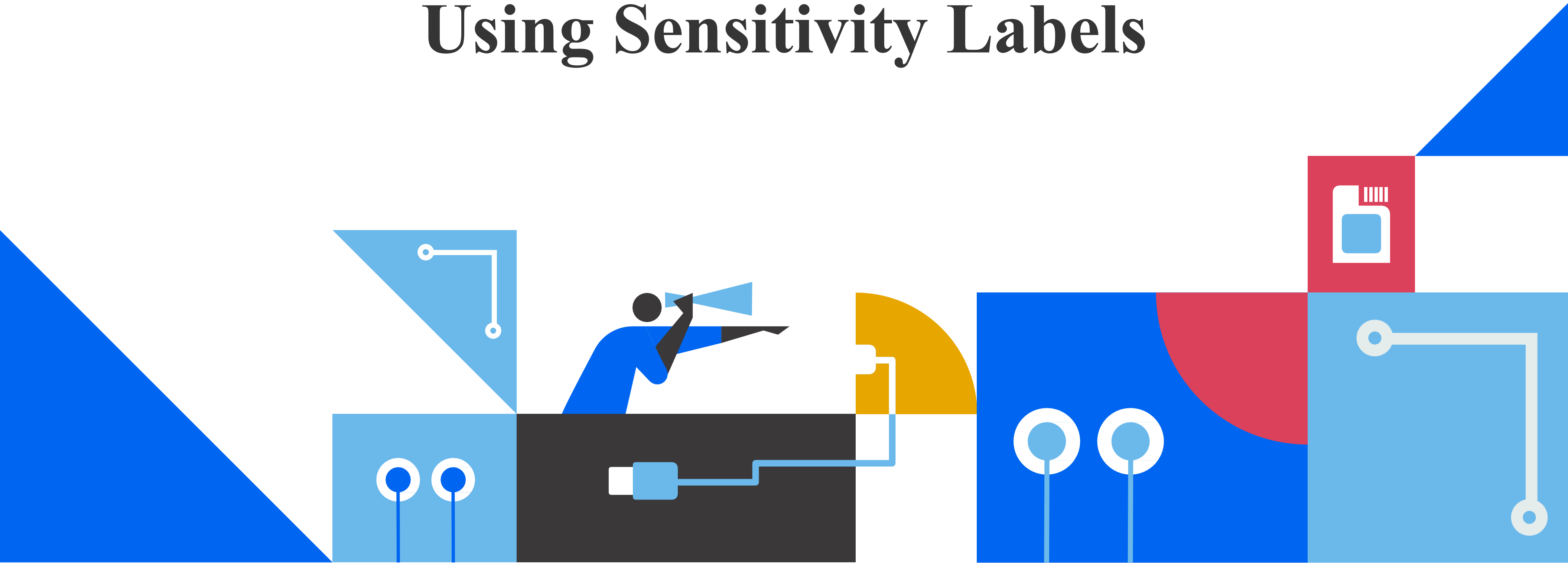


# Data Security Demo

- 01** Securing Guest Users in Office 365
- 02** Sharing files in Teams
- 03** Sharing links to files in Teams



# Using Sensitivity Labels



# Sensitivity Labels



Protection &  
Permission Settings



Content Marking



Auto-labelling



Groups & Sites



User Access Expiry

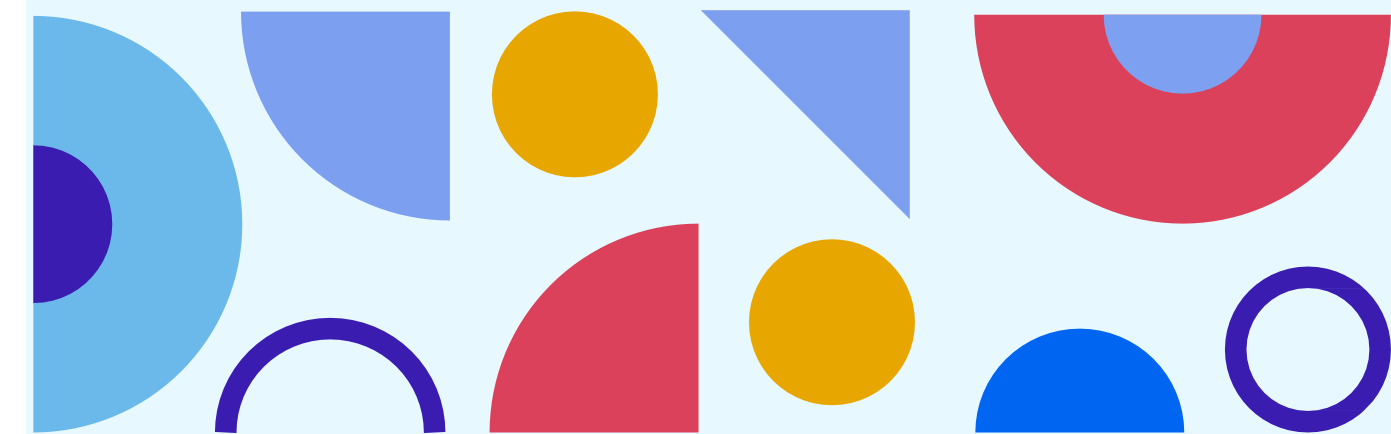
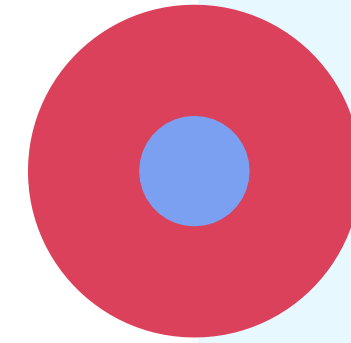


Conditional Access &  
Data Loss Prevention  
Integration



# Sensitivity Labels Demo

- 01 Applying Labels to Teams & Sites
- 02 Applying Labels to Files & Emails
- 03 Applying Custom Permissions to Files



# Implementing Data Loss Prevention Policies



# Data Loss Prevention Policies



Sensitive  
Information Types



Policy Type



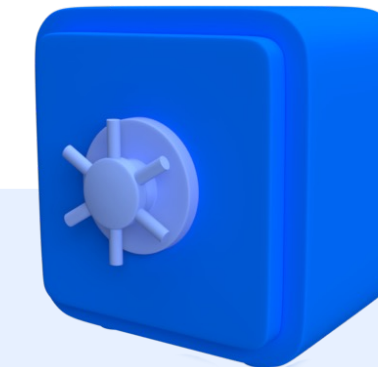
Custom Permissions



Conditional Access



Alerts & Notifications

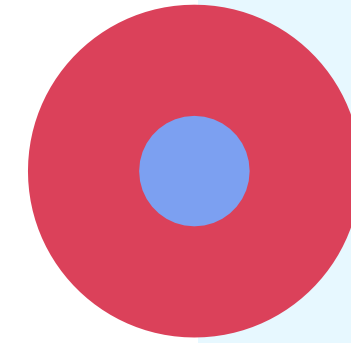


Data Governance &  
Retention

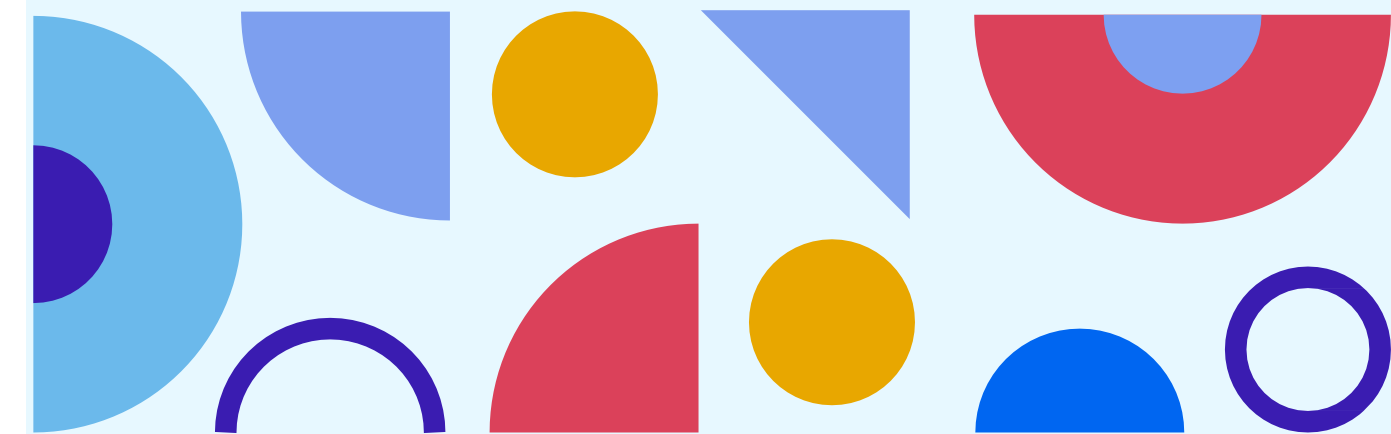




# Data Loss Prevention Demo



- 01** Sending emails containing sensitive information
- 02** Sharing documents containing sensitive information
- 03** Sharing an “Internal” document with external recipients



# Data Governance and Retention Labels



# Data Governance & Retention



Retention Policies



Retention Labels



Event-Based  
Retention



Inactive Mailboxes



Declare Records

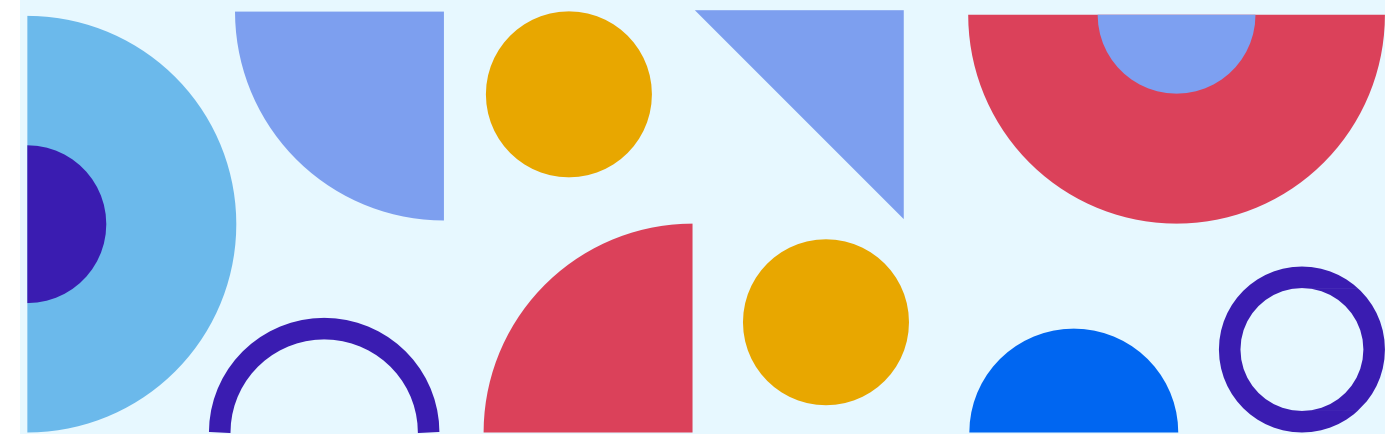
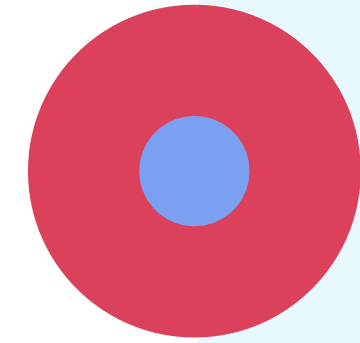


Disposition Reviews

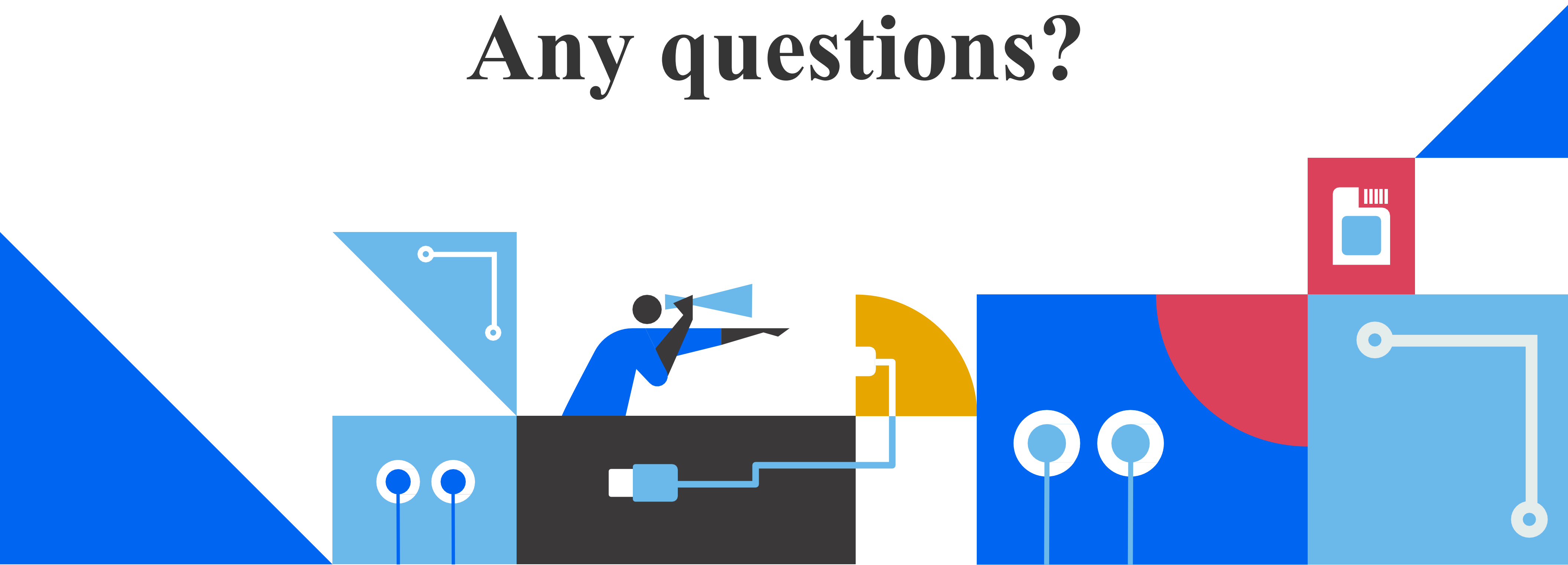


# Data Retention Demo

- 01** Retention Policies vs Retention Labels
- 02** Creating a new Retention Label
- 03** Applying Retention Labels to Files & Emails



*Any questions?*





# Thank you for attending!

Webinar recording will be sent out to everyone, including those who missed it!

Any feedback is welcome! Please contact [gavin.turnbull@ct.uk](mailto:gavin.turnbull@ct.uk) with any additional questions you might have.

*Next webinar...*

## **Episode 3: Power Up Your Hospice with the Power Platform**

An introduction to the Power Platform suite and the capabilities of the applications to help automate processes and create mobile apps for your hospice.

