



Enhancing your Business with Microsoft 365

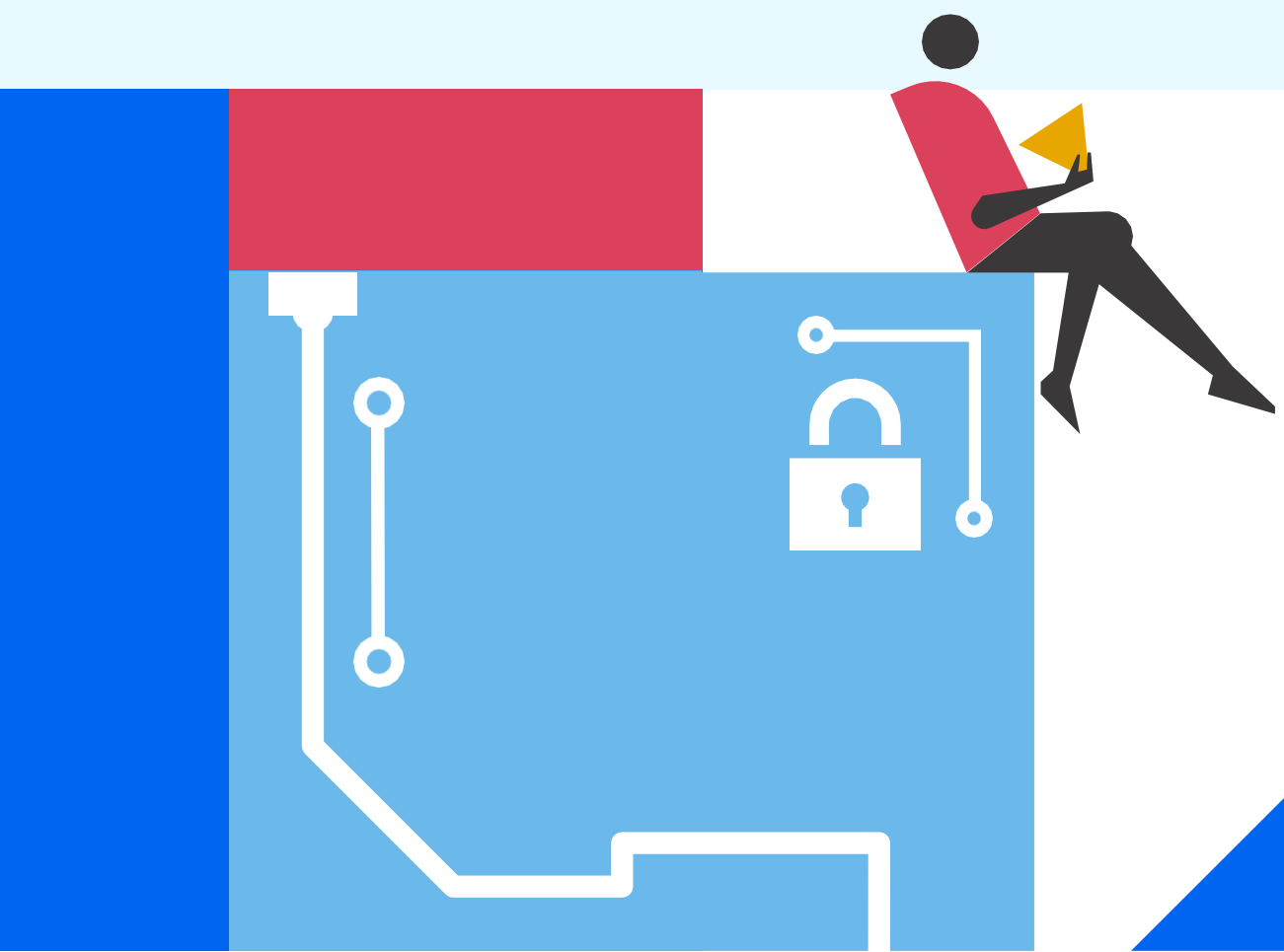
Episode 2: Modern Data Compliance



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
- Trusted by over 37 legal and 50 professional services firms across the UK
- Supporting organisations across the UK from our Head Office in Derbyshire, with additional branches in Leicester and Dorset.
- Strategic, partnership approach to IT



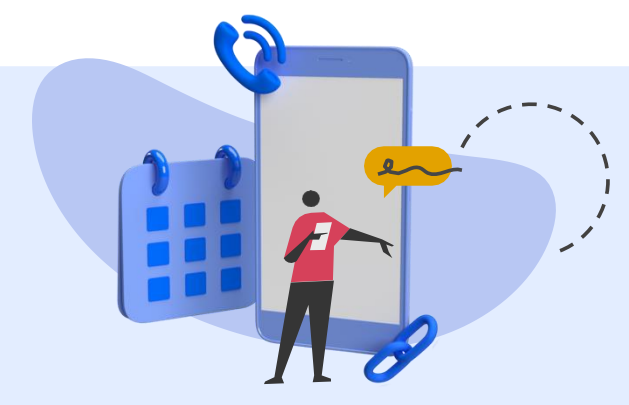
IT Support



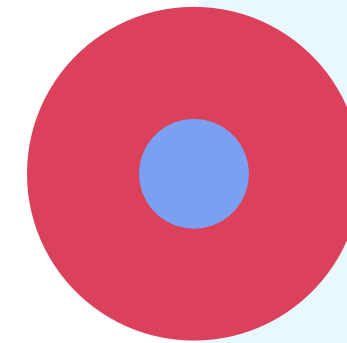
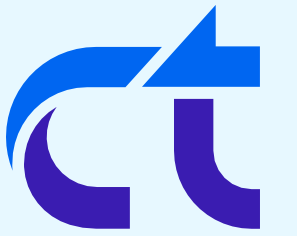
Cyber Security



Cloud Solutions



Communications



Agenda

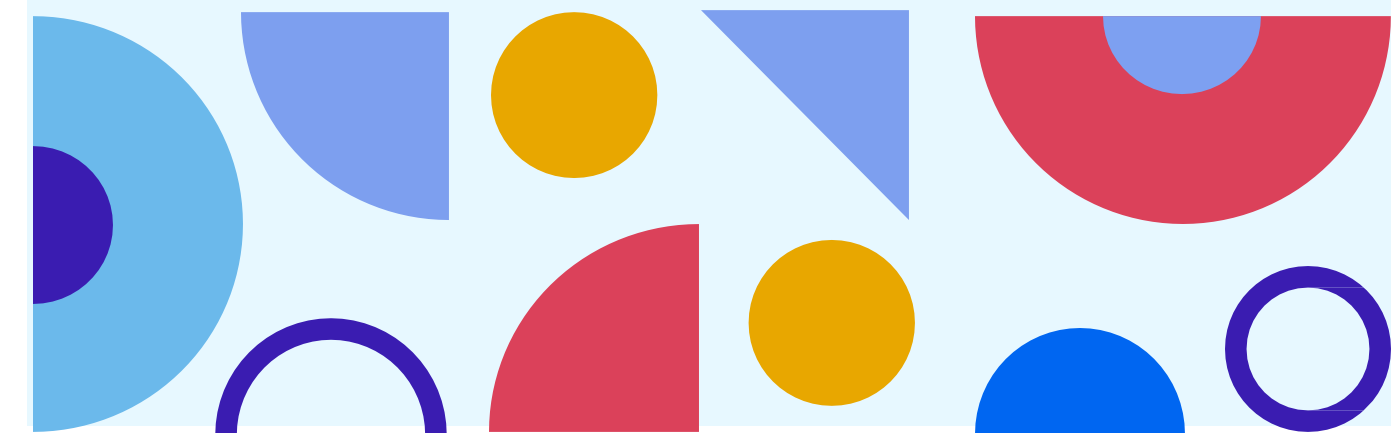
- 1. Importance of Data Security and Compliance**

- 2. Maintaining Control of Your Data**

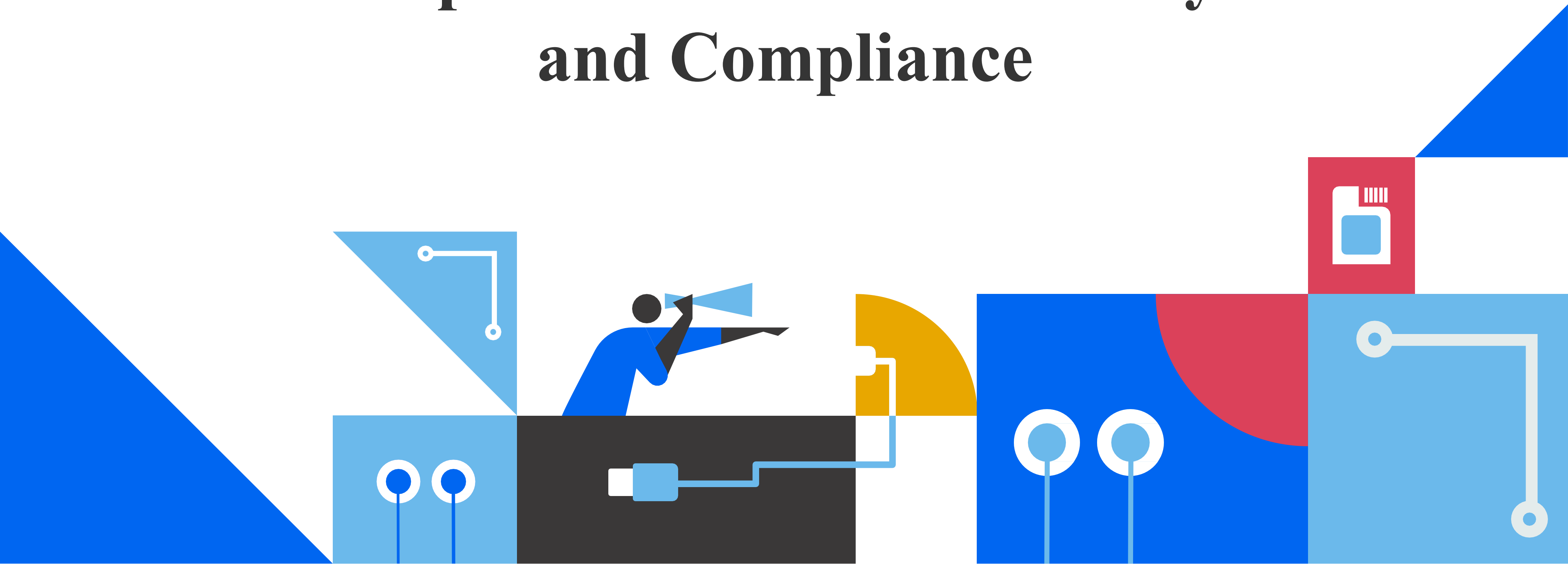
- 3. Using Sensitivity Labels**

- 4. Implementing Data Loss Prevention Policies**

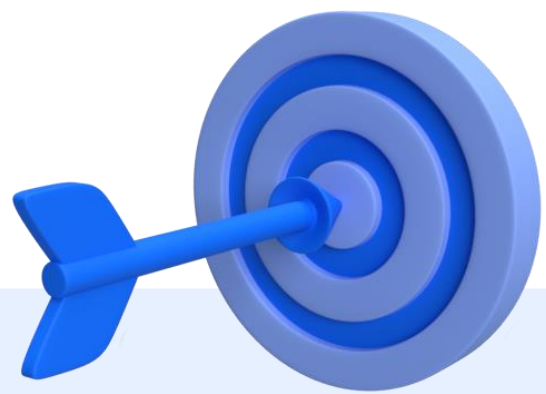
- 5. Data Governance and Retention Labels**



Importance of Data Security and Compliance



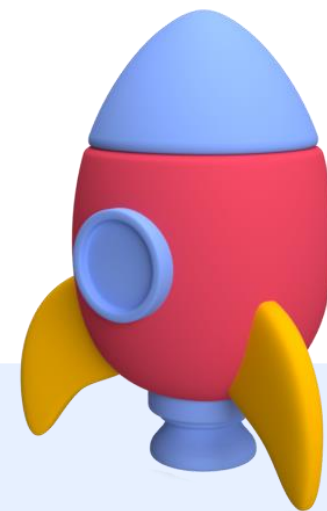
Importance of Data Security & Compliance



Regulatory
Compliance



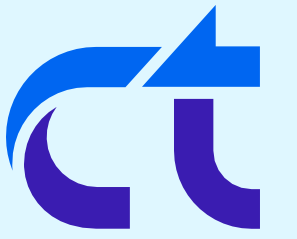
Data Protection



Operational
Stability

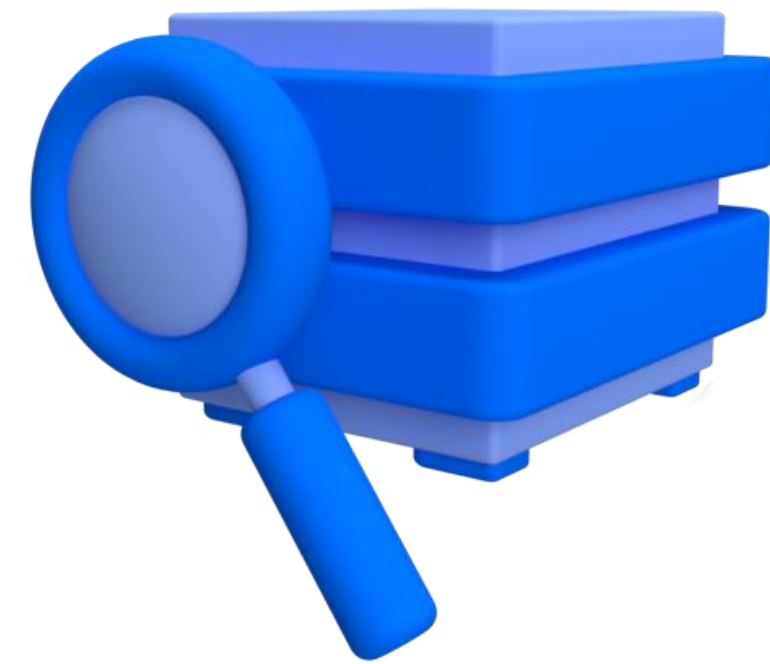


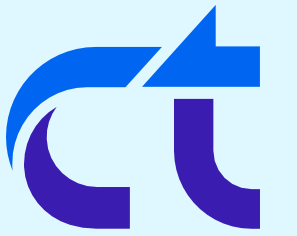
Trust &
Reputation



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

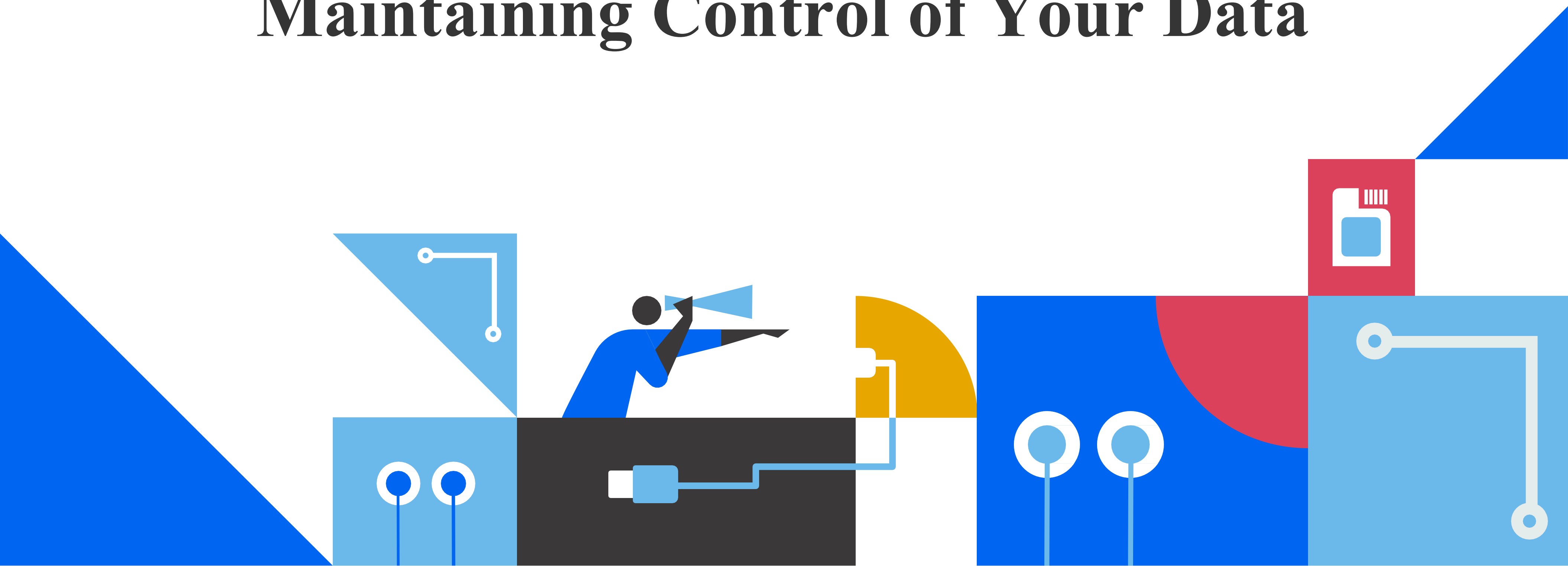




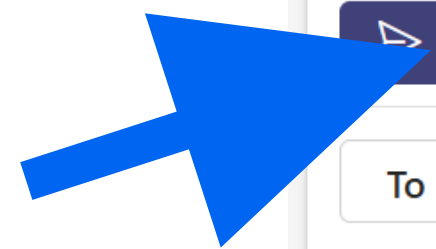
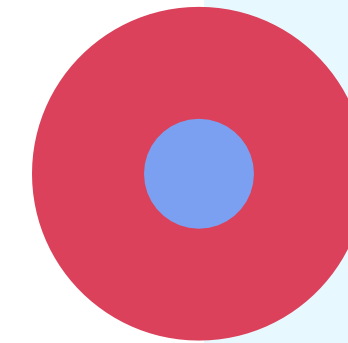
What controls can we use?

- ✔ 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

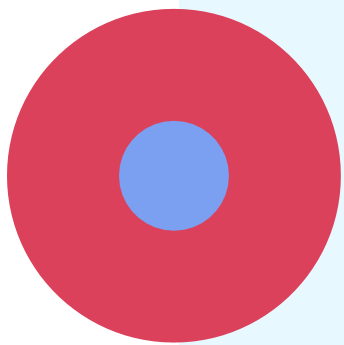
Hi Alex,


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](#)

Hi Alex,


Please find attached the Decer

Regards,
Lynne

↶ Reply


↷ Forward

Finance Report




Alex Wilber
To: ✓ Lynne Robbins


↶ Reply ↶ Reply All ↷ Forward

 ⋮

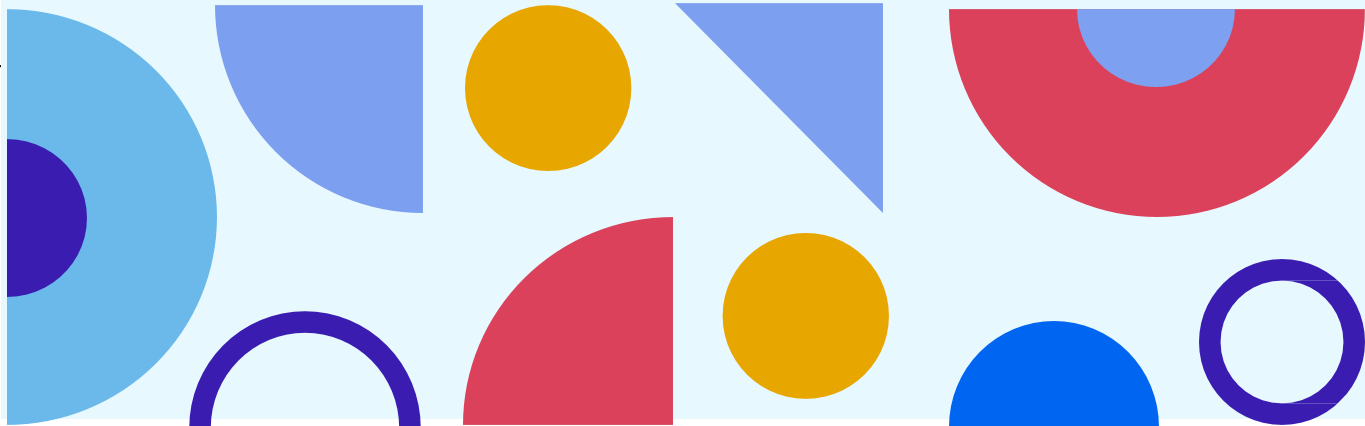
Retention Policy Exchange and SharePoint Retention (6 years) Expires 07/01/2029

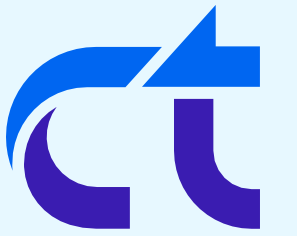
 If there are problems with how this message is displayed, click here to view it in a web browser.

Hi Lynne,

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

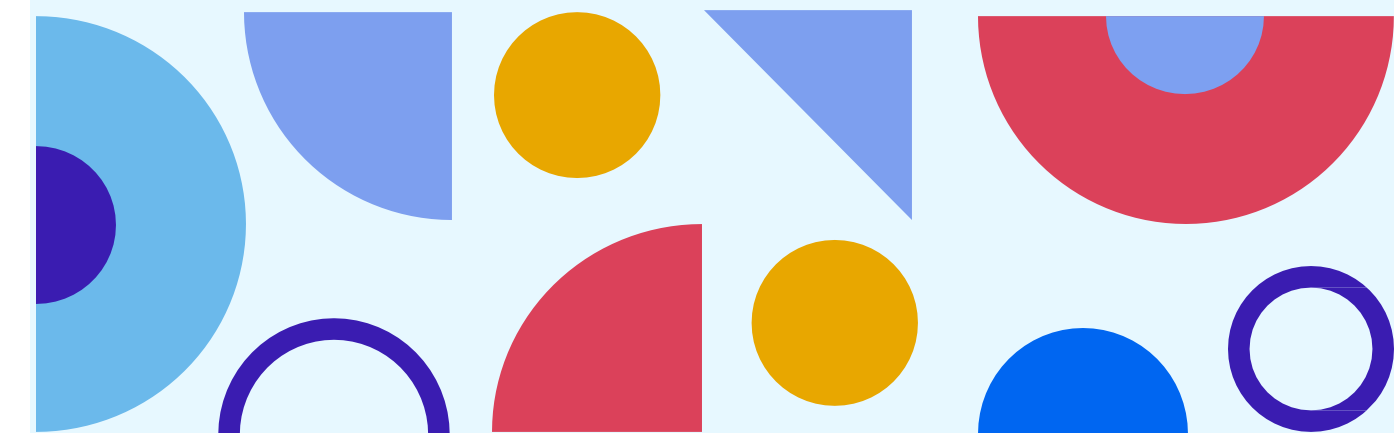
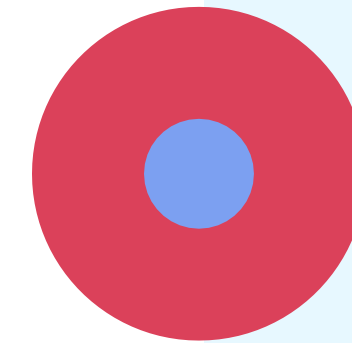
Regards,
Alex



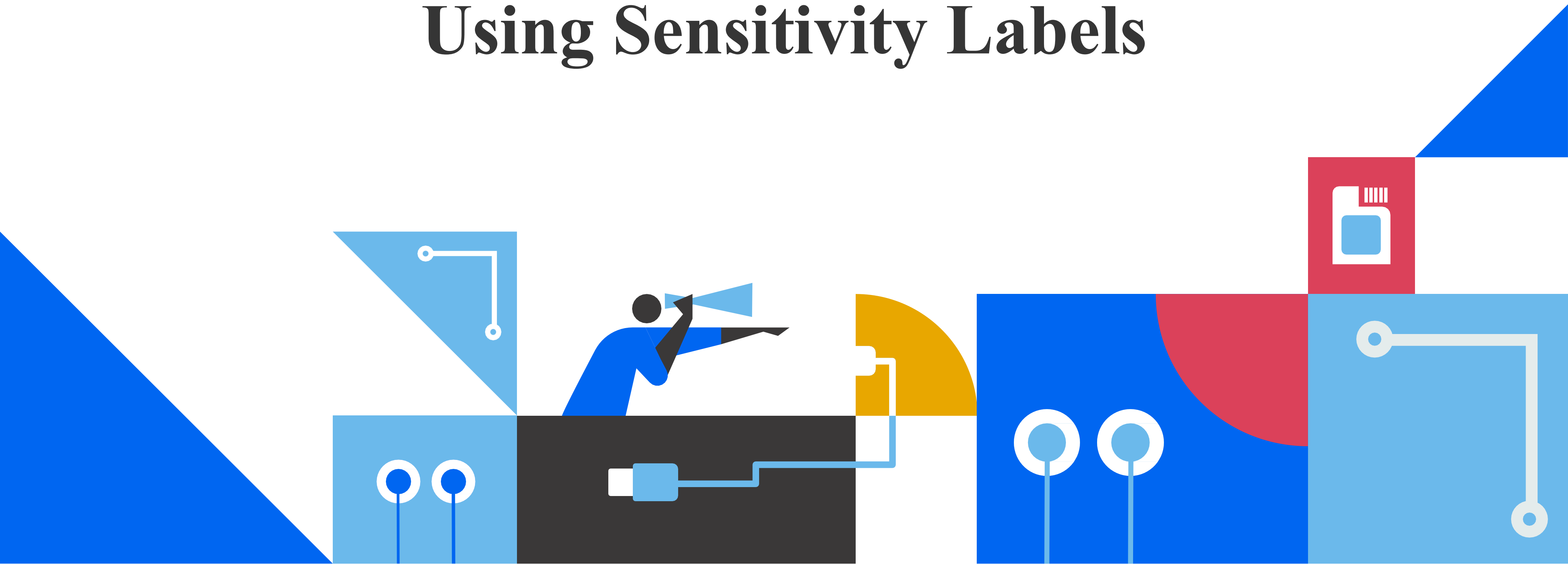


Data Security Demo

- 01 Sharing Files via Email or Teams
- 02 Working on files in Teams with Guests
- 03 Securing Guest Users in Office 365



Using Sensitivity Labels



Sensitivity Labels



Protection &
Permission Settings



Content Marking



Auto-labelling



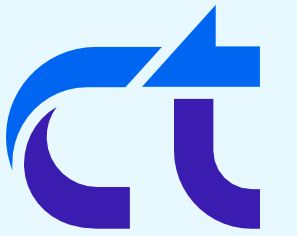
Groups & Sites



User Access Expiry

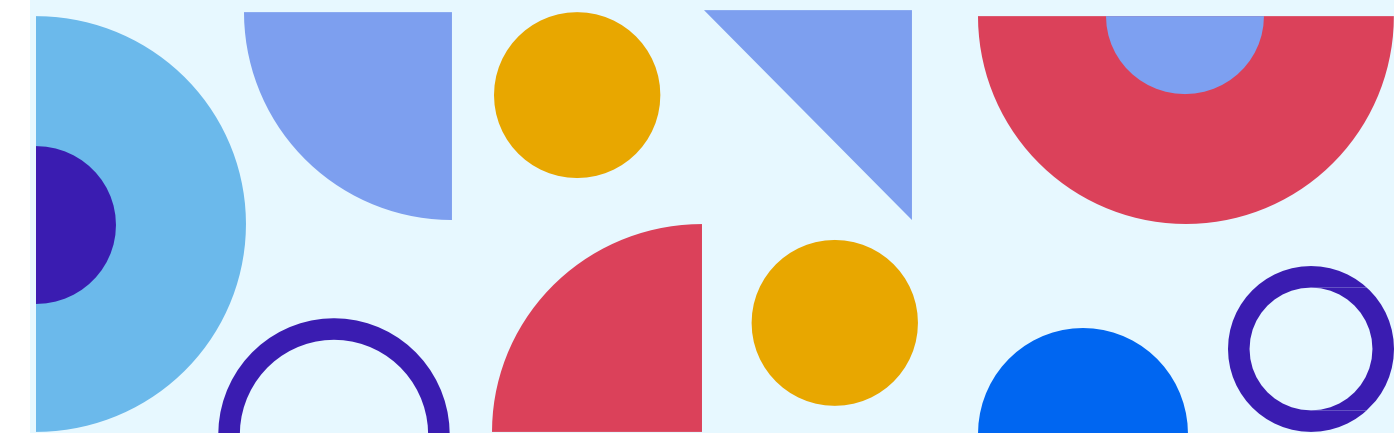
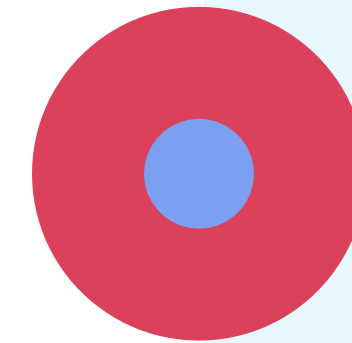


Conditional Access &
Data Loss Prevention
Integration



Sensitivity Labels Demo

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



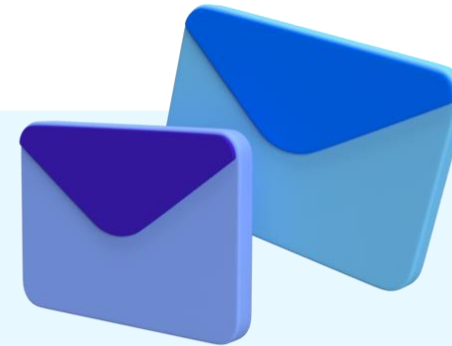
Implementing Data Loss Prevention Policies



Data Loss Prevention Policies



Sensitive
Information Types



Policy Type



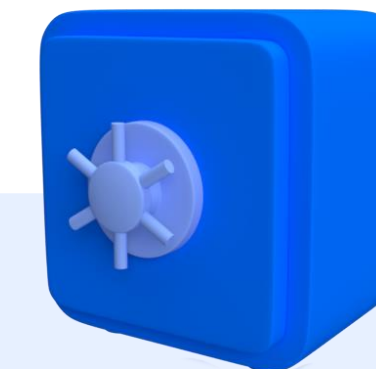
Custom Permissions



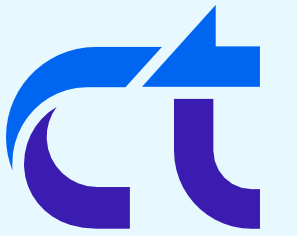
Conditional Access



Alerts & Notifications

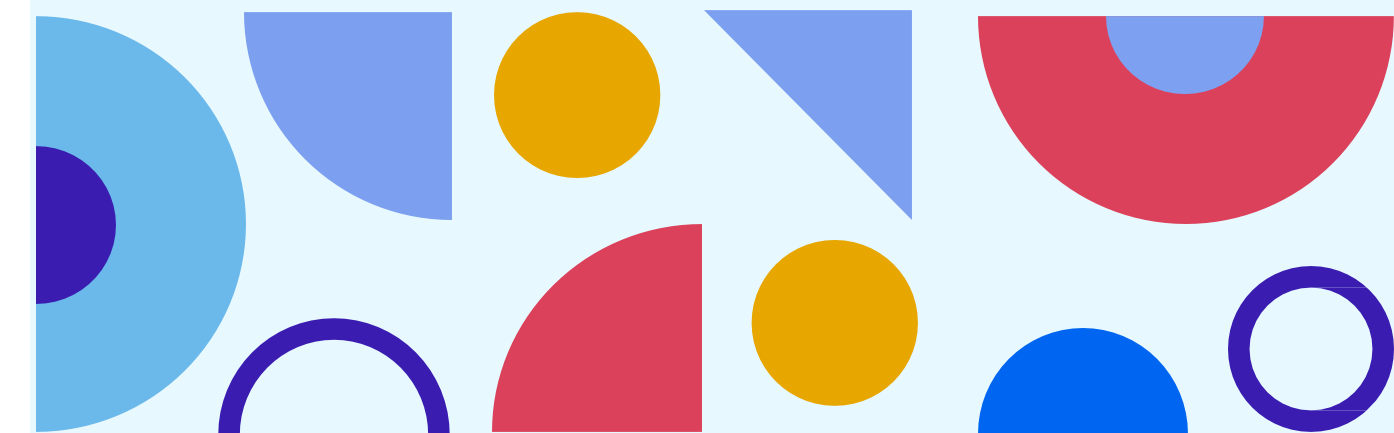
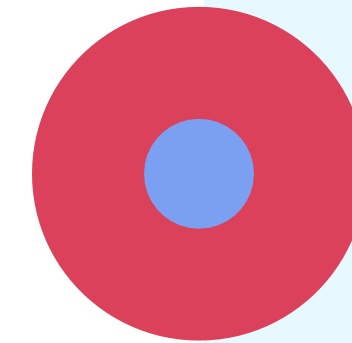


Data Governance &
Retention



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



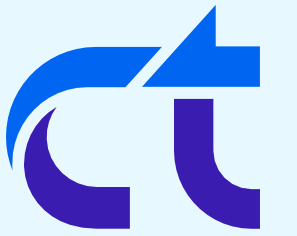
Inactive Mailboxes



Declare Records

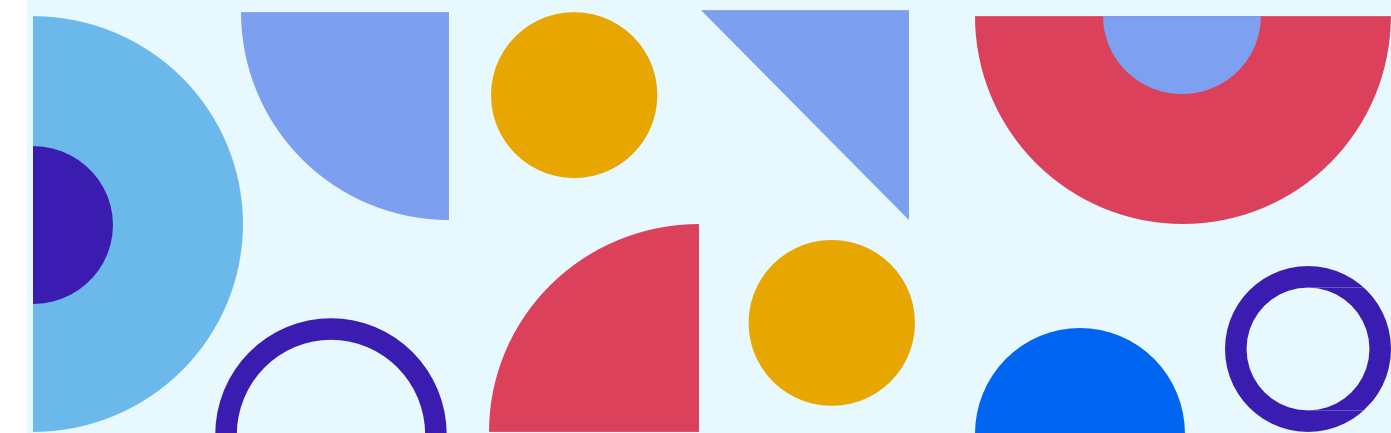
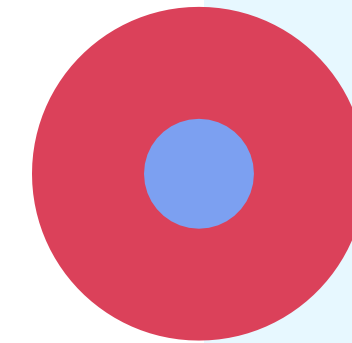


Disposition Reviews

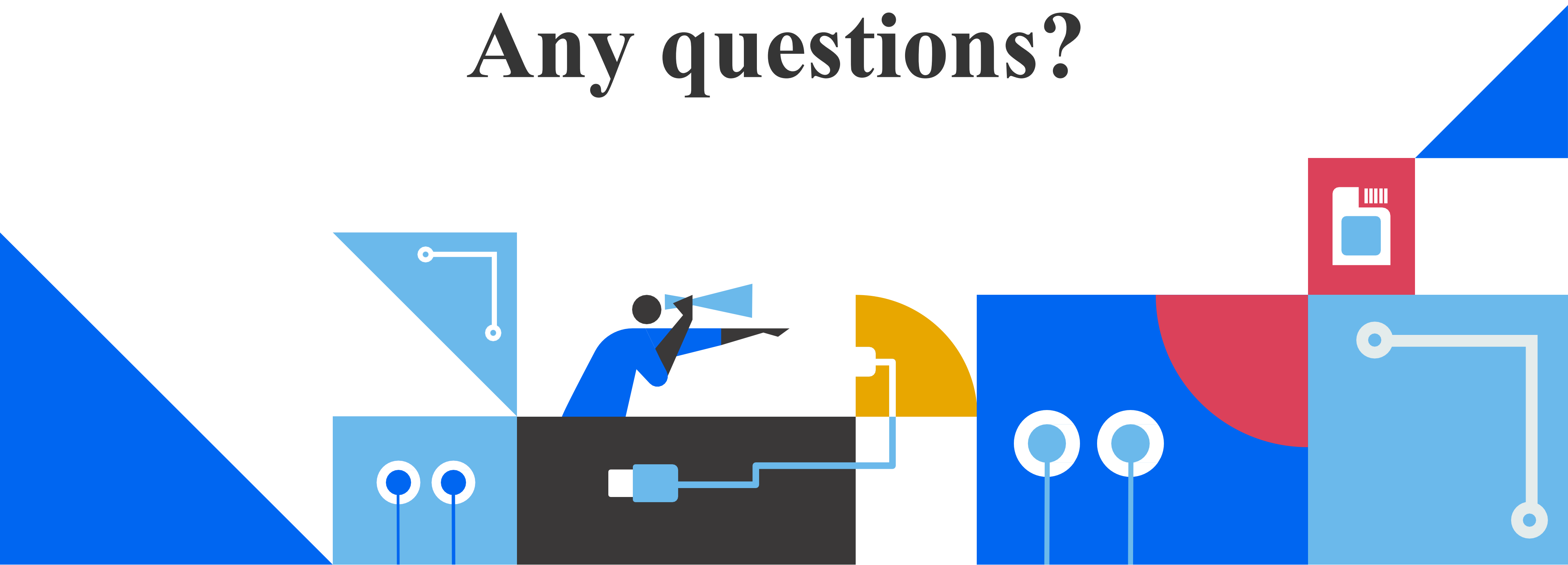


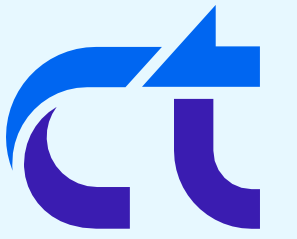
Data Retention Demo

- 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** with any additional questions you might have.

Next webinar...

Episode 3: Power Up Your Business 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 organisation.

