# boldonjames
A QinetiQ Company

# FILE CLASSIFIER

## CLASSIFICATION FOR ALL TYPES OF FILES

## AT A GLANCE

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 and PDFs. Without the ability to apply a common set of controls to all these types of files which may contain sensitive material there is an inevitable increase to the risk of data leakage. This challenge can be met with user-driven data 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 compliance objectives.

## KEY ADVANTAGES

▶▶ **ENGAGES USERS**

▶▶ **INCREASES AWARENESS**

▶▶ **ENFORCES POLICY**

▶▶ **DRIVES SECURITY SOLUTIONS**

▶▶ **EXPLOITS A COMMON PLATFORM**

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# FILE CLASSIFIER
## KEY FEATURES ▶▶

## ENGAGES USERS ▶▶

### SIMPLE LABEL SELECTION
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.

### QUICK CLASSIFICATION
The Quick Classification feature of the other Classifier products can be presenting as "single click" labelling choices accessed directly from a right-click sub-menu. For further ease of recognition, each label on the sub-menu can be presented with a unique icon.

### LABEL SHORTCUTS
File Classifier applies relevant metadata labels to any file held in Windows® file store and can be used to label single files or sets of files in a single operation.

## INCREASES AWARENESS ▶▶

### VISUAL INDICATIONS
File Classifier applies hidden metadata labels to files. Windows® File Explorer can display an icon overlay as a visual reminder that the file is labelled. Coloured file icon overlays can also be used to indicate the classification and act as a visual reminder of data sensitivity.

A "zero-click" review of the current classification label is possible by simply hovering over a file within Windows File Explorer, which results in the label being displayed within an "InfoTip" together with other attributes of the file.

### METADATA MARKING
File Classifier either applies native metadata labels, for example using document properties in the same manner as Office Classifier, or uses a metadata location common to all Windows files. This hidden metadata is completely transparent to the primary applications that use these files, but may also be acted upon by other metadata-aware applications.

## ENFORCES POLICY ▶▶

### CHECKS AND GUIDANCE
Specific policy rules may be defined for File Classifier allowing, for example, checks to be made for an inappropriate change of label or to enforce mandatory elements of the label. Use of theseof these rules may give rise to the appearance of a policy check dialog providing the user with configurable guidance.

### TAILORED LABELLING SCHEME
A separate policy can be defined for File Classifier such that the labelling scheme for file classification can be distinct from that used for email and documents. This may be useful where, for example, there are document-specific elements to a labelling scheme that have no relevance to the labelling of a file.

## DRIVES SECURITY SOLUTIONS ▶▶

### ENHANCING DATA LOSS PREVENTION (DLP)
The metadata labels added by File Classifier can be recognised by other Classifier products and metadata-aware systems such as DLP and Data Retention. Use of classification metadata by DLP systems can improve accuracy and reduce frustrating "false positive" errors.
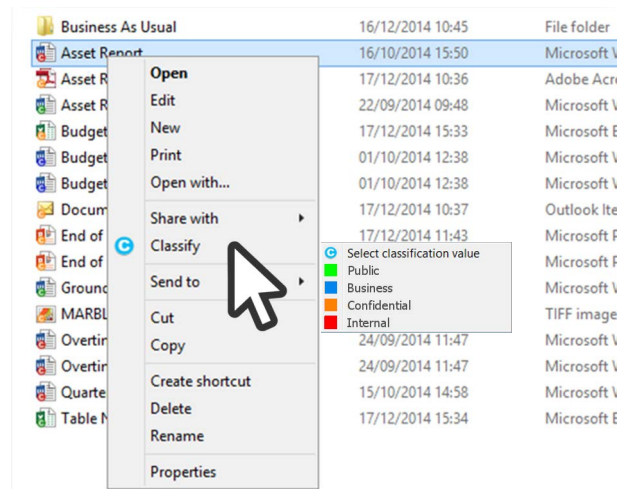
## EXPLOITS A COMMON PLATFORM ▶▶

### UNIFIED ADMINISTRATION
The Classifier Administration console unifies the policy configuration of all Classifier products handling policies from the simple to complex, ensuring a quick implementation with the minimum of expertise (see the Classifier Administration datasheet).

### AUDITING & REPORTING
Records classification events to support audit and management reporting requirements, providing visibility of user behaviour and allowing better targeting of security training and improved understanding of compliance position.

| | | |
|---|---|---|
| Business As Usual | 16/12/2014 10:45 | File folder |
| Asset Report | 16/10/2014 15:50 | Microsoft V |
| Asset R  **Open** | 17/12/2014 10:36 | Adobe Acro |
| Asset R  **Edit** | 22/09/2014 09:48 | Microsoft V |
| Budget  **New** | 17/12/2014 15:33 | Microsoft E |
| Budget  **Print** | 01/10/2014 12:38 | Microsoft V |
| Budget  **Open with...** | 01/10/2014 12:38 | Microsoft V |
| Docum  **Share with** ▶ | 17/12/2014 10:37 | Outlook Ite |
| End of  **Classify** | 17/12/2014 11:43 | Microsoft P |
| End of  **Send to** ▶ | Select classification value | Microsoft P |
| Ground | ■ Public | Microsoft V |
| MARBL | ■ Business | TIFF image |
| Overtin  **Cut** | ■ Confidential | Microsoft V |
| Overtin  **Copy** | ■ Internal | Microsoft V |
| Quarte  **Create shortcut** | 15/10/2014 14:58 | Microsoft V |
| Table N  **Delete** | 17/12/2014 15:34 | Microsoft E |
|   **Rename** | | |
|   **Properties** | | |

⚙ SOFTWARE **REQUIREMENTS**

● Desktop Operating System*:  Windows Vista SP2 and later

● Microsoft Office*:  Office 2007 SP2 and later

*Some features are not available on selected platforms or applications, please check for details

The features described relate to the Enterprise Edition of Classifier