



DATA POTENTIALS CONSULTANCY

Summary

Microsoft 365 is a robust integrated information management infrastructure and platform for the effective and efficient management of organisation's information so it will be fit for future business transformation. It is widely implemented across the UK but to varying degrees of success due mainly for the need for information and governance managers to be involved in designing and embedding the information and data foundations.

We provide strategic advisory and delivery services to embed the information management foundations into Microsoft 365 SharePoint and Teams. We are also partnering with Orinoco 365 solutions that enables consistent governance and control through automation. We can support and deliver the pre-configuration Information Management activities through the Information Asset Register controls.

We help organisations design and implement policies, controls and lifecycle management for cloud information, ensuring compliance, resilience and value. We can also offer an integrated front-end intranet to back-end document library solution based on an organisation's business functions and activities.

M365 (SharePoint) Information and Data Governance Foundations

About Data Potentials

We are an information, data and data protection consultancy, backed by over 20 years of experience in the profession in unlocking organisations information, data and privacy potential. We work with companies both large and small with the aim of providing the foundations to drive their business transformation and put information, data and privacy at the heart of decision making and underpinning business strategies and goals.

Features

- Creating Information management policies, guidance and support
- Improving the way information is structured (based on business functions and activities)
- Creating Information Asset Register (IAR) based on business functions and activities. It is our key governance control document
- Identifying information asset owners and administrators
- Identifying Information Team Champions
- Creating and applying sensitivity labels
- Creating and applying document types
- Recording permission controls
- Creating data mapping tables for migrations
- Give guidance on data and information sharing

Benefits

- Supports ESG by removing redundant obsolete and trivial documentation
- Supports ESG by identifying and removing duplication
- Will know what organisation information is being created and held.
- The IAR records data ownership
- Defines roles and responsibilities
- Easier to find the right documents quickly
- Supports regulatory compliance including UK GDPR and ISO 27001
- Implements and manages the information lifecycle
- Gives advice and guidance on safe data sharing
- Allows for a safe and seamless migration
- Allows for an integrated front-end and back-end solution