

# Achieving Compliance through O365 Rollouts

Organizations have become more productive and agile with the introduction of new, enhanced and rapidly changing technological processes.

## Client challenges

As clients transform and mature their security capabilities to support these new processes, they have to consider how they can turn risk into opportunity so that technology-driven solutions, such as cloud technology, big-data analytics, mobile, and social applications can be used with full confidence.

## Integrated, intelligent Microsoft Office 365 risk mitigation tools

The introduction of Microsoft Office 365 provides numerous tools to support a compliant usage and operations of the O365 suite.

These tools provide the ability to:

- Successfully  **fend off security threats**
- **Protect**  enterprise data from  **inadvertent data leaks**
- **Control access**  to business information
- **Comply with legal requirements**

## How can we help?

Our **interdisciplinary team of experts** has in-depth experience in all aspects of privacy, IT security, legal and compliance, risk and project management, audit and certification.



## Readiness Assessment Office 365

- Conduct a O365 compliance readiness assessment for:
  - Records management / archiving
  - Data & document classification
  - Data lineage / data flows
  - Data compliance / data privacy
- Carry out a gap analysis on existing requirements & processes

## Data classification

- Carry out a gap analysis on «crown jewels» and data categories
- Design a creation process (who can create and how?)
- Elaborate a data classification policy including data classification and data labelling concepts
- Implement a process for data classification / re-classification

## Data Leakage Prevention (DLP)

- Gather AIP and DLP requirements
- Elaborate solutions and set the technical configuration
- Activate the DLP and AI pattern scanning functionality
- Conduct a gap analysis of all relevant processes around AIP/DLP

## Recognition of user behaviour

- Carry out a gap analysis on data privacy and the internal control system
- Define roles and responsibilities
- Design a data privacy policy

## Identity & Access Rights Management

- Conduct a gap analysis for identity & access rights management processes
- Design identity & access rights management policies
- Set up rules for external access

## Records Management & Archiving

- Establish a record retention policy setting out overall governance
- Create an overall archive plan by:
  - Defining the document types which are expected to be retained
  - Defining the retention period for all elements based on:
    - Swiss legal retention periods
    - Business need retention periods

## Microsoft 365 Security Review

- Assess the secure score
- Review email security
- Review mobile devices and computers
- Design a plan for employee training and user adoption
- Establish a data migration concept

### Client Benefits



Reduce compliance risk and avoid fines with O365 compliance.



Save time and increase efficiency by reducing the amount of data to be migrated to the cloud.



Enhance your data governance to ensure compliance with regulation requirements.

### Why KPMG?

KPMG has in-depth experience with data compliance assessments, data compliance implementations, Our multidisciplinary team of highly qualified professionals have the skills, competencies and experience to support you with the most challenging issues.

Our specialists cover all aspects of data compliance, privacy, including legal, risk management, IT security and audit. We follow a proven approach to data compliance management that we tailor to the data compliance challenges and opportunities of your business. KPMG understands that compliance is not the sole goal for your organization and uses its expertise and experience in risk management and data protection so you can become compliant with privacy rules and regulations, while limiting the costs of compliance and maximizing 'in control' benefits.

### Contact

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