



# Data Classification Taxonomy Workshop

The journey of classification can be challenging. Classification level definitions can be too generic, inconsistent, not grounded in law, or simply misunderstood.

A lack of clarity and confidence in classification can lead to people doing their own thing. Related processes can be misaligned, and returns from technology compromised.

Getting your approach to classification right can be the difference between compliance or non-compliance. Your ability to protect personal information hangs on your ability to classify content in terms of sensitivity and risk.



## Context is everything.

Your classification taxonomy must relate exactly to your regulatory landscape, industry standards and codes of conduct.

### The Cloud Essentials approach to classification

We believe a sustainable classification taxonomy needs to be;

1. Comprehensive, giving you confidence that it underpins your compliance stance;
2. Clear, so that people, process and technology can directly build upon it, and
3. Adopted, so that it's used correctly and serves its purpose.

That's why our workshop goes far beyond raw information capture and design. We promote participation and impart knowledge throughout the journey of designing your taxonomy.

The more your team put in, the more you'll get out. We strongly encourage the workshop to be backed with enthusiasm from senior figures within your organisation for maximum buy-in.

Our unique approach uses:

- Invitations to a wide catchment of stakeholders to grasp different contexts, regulations, requirements and perspectives.
- External facilitation to drive up engagement with an expectation of participation to build together through discussion, and have input into the process.
- Legally-trained experts for scrutiny of current practices and input of best practices. Sharing of experience from working in regulated industries with complex compliance requirements.
- Knowledge transfer throughout to raise levels of understanding, make informed decisions and generally improve the quality of the compliance conversation.

As a Microsoft partner we also bring up-to-date knowledge of the latest Microsoft capability and real-world experience to drive value from your license options.

Your cloud journey. **Accelerated.**

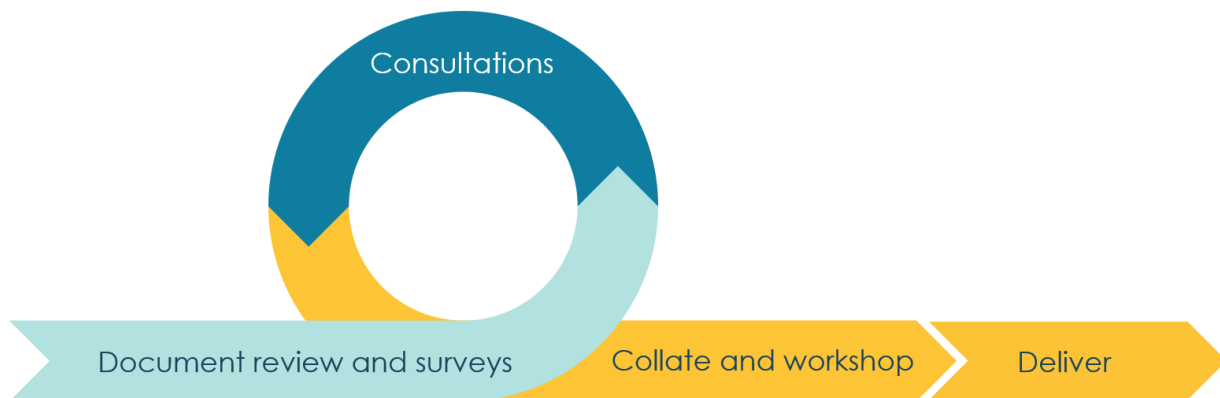


## Our unique format

Wherever you are on your classification journey, the Data Classification Taxonomy Workshop has been designed to create a foundation for sustainable success with classification.

We use a proven methodology involving a logical, systematic approach to information collection.

But it's not just about information capture. The workshop is delivered in an engaging way that creates investment in the process, thereby maximising the impact of the outcomes.



The workshop begins with identifying the required stakeholders and reviewing documentation. From here stakeholders will complete surveys to capture initial information. This ensures all consulting time is spent productively further down the track.

We provide videos and information to help you communicate internally about the importance of engaging with the process.

The consultation process is the core interactive activity whereby we host workshops with stakeholders to capture, document and apply a risk rating to categories of information.

The process deep dives into what the department does, what processes they have, what systems are in place, what documents they use, what type of information they handle, how it is stored, policies for retention and deletion, the risk and impact of disclosure.

The sessions allow for questions between participants and our experts who share their knowledge.

Then we collate all the information and define your taxonomy. The document is presented with levels, definitions and examples so that you have a record of all decisions.

You can then use this document to forge ahead with your compliance initiatives. Whether that's enforcement of policies, technology roll-out or to demonstrate your improved compliance stance.

**The more you put in, the more  
you'll get out. Driving the  
workshop with enthusiasm from  
the top is critical.**