Klassify®

Classification simplified

USER GUIDE

Klassify Data Classification Suite

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www.klassify.in | support@klassify.in

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Why Data Classification?

Data Classification is one of the most important ingredients for enforcing information security within an organization. Whether you are a private, public or government sector organization, the very basic need of data security is to identify and classify data, which enables organizations to select and deploy appropriate security controls based on data sensitivity and increase effectiveness of their data security strategy.

Klassify Data Classification Suite

Klassify Data Classification Suite is the Dynamic Data Classification Platform, which helps organizations to bring the data classification policy to its users and enforce them to apply appropriate classification on the data they are creating, sharing and storing, based on its sensitivity.

Data Classification with Klassify eases the obligations of organizations to comply with various regulatory compliances namely, PCI DSS, EU GDPR and many more, and helps to build a strong data security foundation by enforcing users to apply classification labels and protective markings to documents and emails, clearly identifying the sensitivity of information.

Data classification simplified with Klassify

Proper visual and metadata labelling of documents and emails

- Embedded visual markings in header, footer and watermark encourage and educate users for proper data handling as per their organization's information security guidelines
- Enhanced effectiveness of solutions like DLP, IRM, etc. with metadata tagging

Manual/Auto/Suggested classification options to assure abidance with laws and industry standards

- Allow users to classify documents at the point of creation
- Restrict users from downgrading the classification based on sensitivity of document
- Suggest most favorable classification to users based on sensitivity of content

Classify documents with Quick Classification

- Directly right-click on a document to classify it

Define your own policies to safeguard your business critical information

- Flexibility to generate customized rules and templates with keywords and patterns alongside pre-defined rules

Functionality available in MS office, MS Outlook, Microsoft OWA, Open Office, PDF, etc.

Bulk File Classification interface for multiple file classification

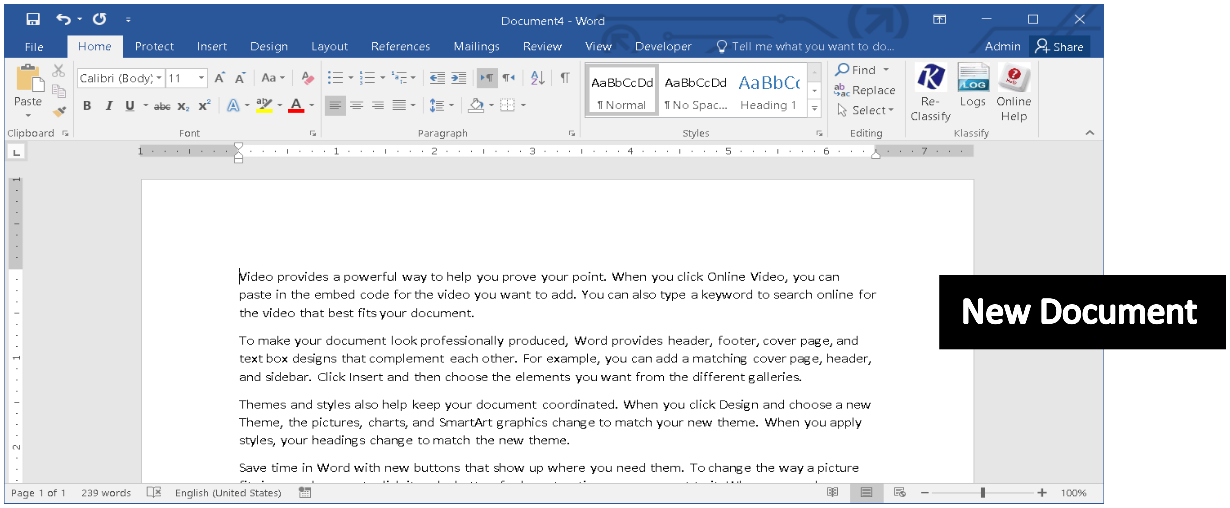
- Select multiple files and classify in one go

User Driven Classification for Files

Applicable in - Microsoft Word, Microsoft Excel & Microsoft Power Point

Klassify Enforce Data Classification in Microsoft Word, Microsoft Excel and PowerPoint when user **Save, Save As or Print** a new document or an existing document, Klassify prompt its popup to get an appropriate classification category from the available list of classification appears on popup screen as shown in the figure below.

- **New** Document **(Document4.docx) unclassified**



Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

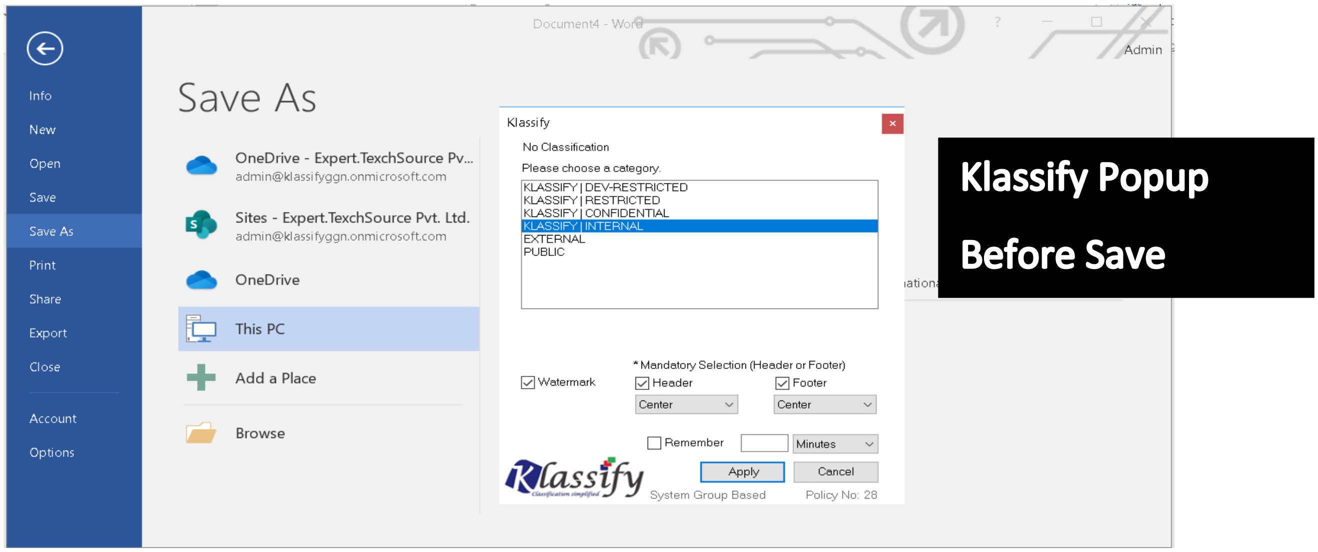
To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture

New Document

- Klassify prompt a Popup to get an appropriate classification (user's input)



No Classification

Please choose a category.

KLASSIFY | DEV-RESTRICTED
KLASSIFY | RESTRICTED
KLASSIFY | CONFIDENTIAL
KLASSIFY | INTERNAL
EXTERNAL
PUBLIC

* Mandatory Selection (Header or Footer)

☑ Watermark ☑ Header ☑ Footer

Center Center

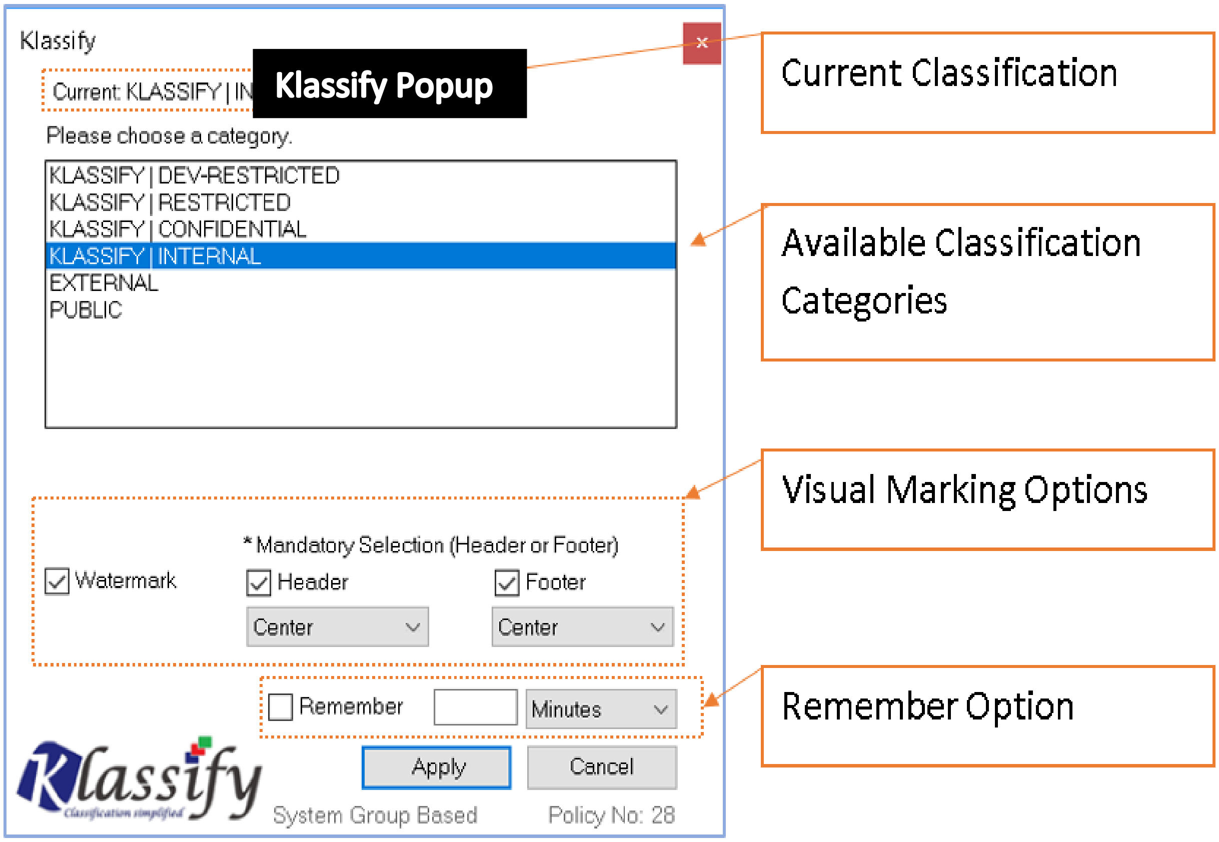
□ Remember Minutes

System Group Based Policy No: 28

Klassify Popup

Before Save

User Driven Classification



Klassify

Current: KLASSIFY | IN

Please choose a category.

- KLASSIFY | DEV-RESTRICTED
- KLASSIFY | RESTRICTED
- KLASSIFY | CONFIDENTIAL
- KLASSIFY | INTERNAL
- EXTERNAL
- PUBLIC

* Mandatory Selection (Header or Footer)

☑ Watermark ☑ Header ☑ Footer

Center Center

□ Remember Minutes

Apply Cancel

System Group Based Policy No: 28

Classification Category

Data classification is broadly defined as the process of organizing data by relevant "Classification Categories" so that it may be used understand sensitivity of the information and protected more efficiently, When User gets Klassify prompt, he must select an appropriate classification category from available list in to continuous save the document and its changes.

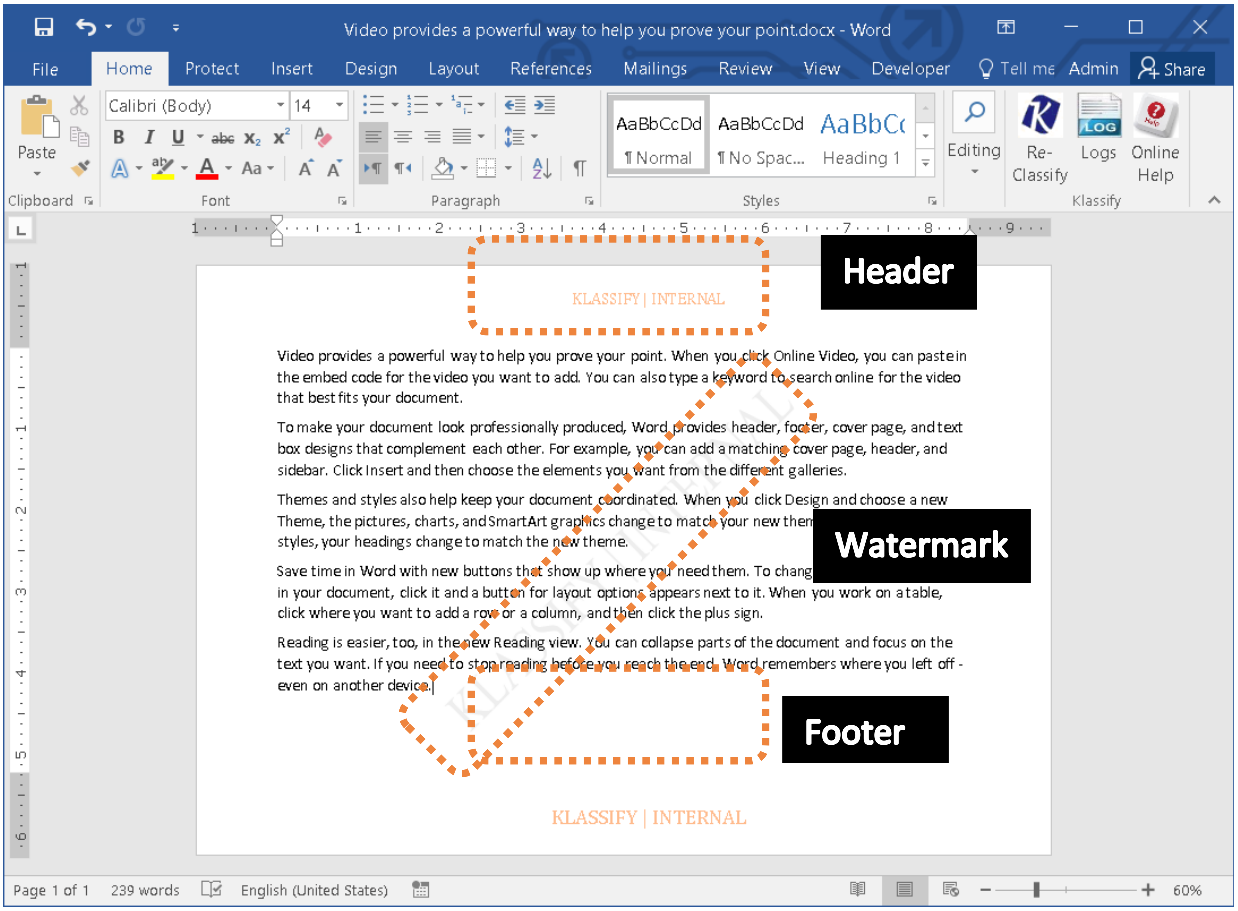
Most commonly use classification categories Example

- Confidential
- Internal
- Public

For more details about classification categories, please visit

Visual Marking Options (Header/Footer/Watermark)

Options like watermark, header and footer insert classification in document's header/footer as visual marking, which helps to understand the sensitivity of the document visually; Data classification administrator can enforce (****mandatory header/footer***) from centralized policy configuration to minimize user clicks and better UI experience at time of classification, if needed user can set visual marking position in document's header/Footer with the available options like left, center or right. Watermark option is available for Microsoft Word only.



KLASSIFY | INTERNAL

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Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new them styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To chang in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

KLASSIFY | INTERNAL

KLASSIFY | INTERNAL

KLASSIFY | INTERNAL

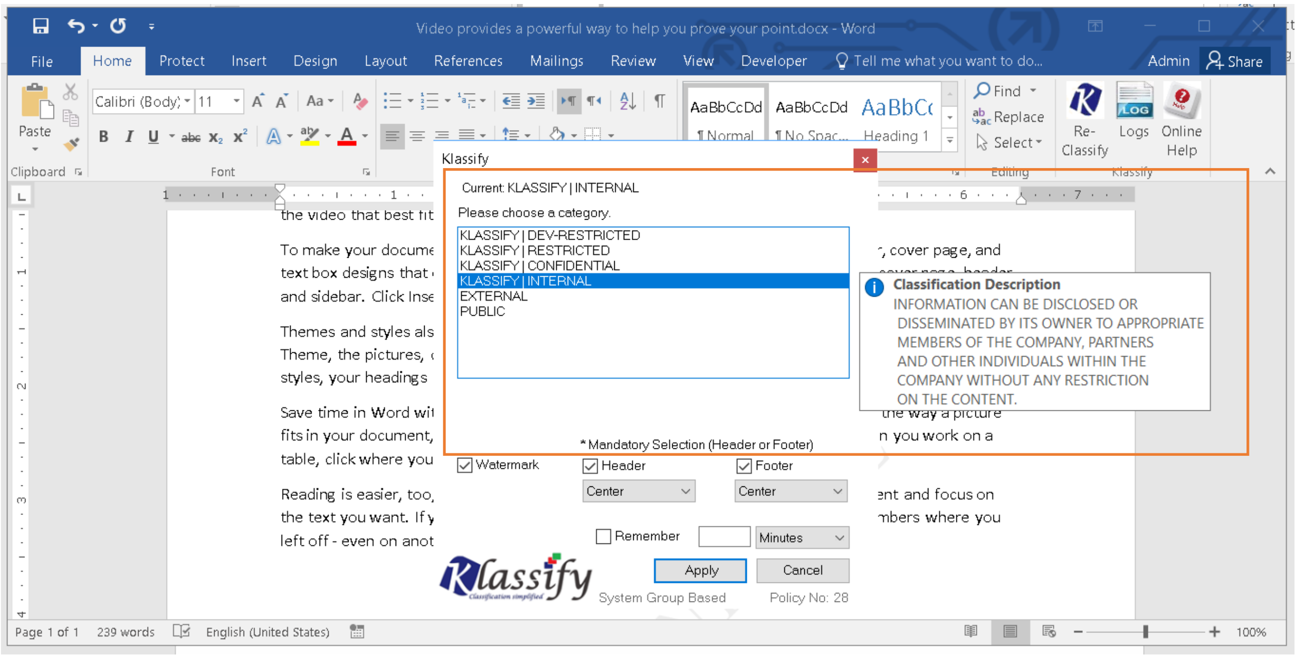
Remember Classification Option

Remember option available in Klassify Popup screen help user to minimize Klassify popup, user can set time duration in minutes to suppress the Klassify popup for the defined time line, during this period Klassify may popup if the suggested classification option (content inspection) is enabled in the policy and Klassify detected sensitive information and document need higher classification than selected.

This feature is very helpful in the scenario where user creates multiple documents using macrocode or creates multiple mail using mail merge feature available in MS Office applications, which cause multiple Klassify popups.

Classification Description

Classification description for each classification category available in the list will be available by clicking on the classification category as shown in the figure below. Admin can edit this information in Klassify manager policy section.



Klassify

Current: KLASSIFY | INTERNAL

Please choose a category.

- KLASSIFY | DEV-RESTRICTED
- KLASSIFY | RESTRICTED
- KLASSIFY | CONFIDENTIAL
- KLASSIFY | INTERNAL
- EXTERNAL
- PUBLIC

Classification Description
INFORMATION CAN BE DISCLOSED OR DISSEMINATED BY ITS OWNER TO APPROPRIATE MEMBERS OF THE COMPANY, PARTNERS AND OTHER INDIVIDUALS WITHIN THE COMPANY WITHOUT ANY RESTRICTION ON THE CONTENT.

* Mandatory Selection (Header or Footer)

☑ Watermark ☑ Header ☑ Footer

Center Center

☐ Remember Minutes

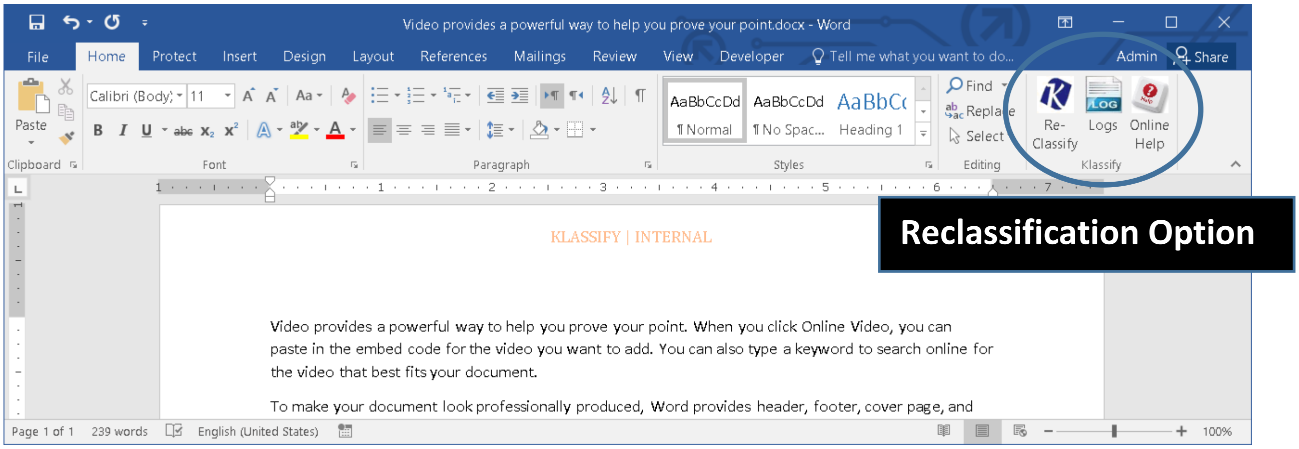
Apply Cancel

System Group Based Policy No: 28

Re-Classification Option

Reclassification option available in Application's Ribbon under home tab helps user to reclassify current document whenever applicable. User can click on the Reclassify Button Classify/Reclassify the current document with an appropriate classification category and visual marking options.

In some cases, reclassification of the document may not be allowed if it is disabled from the policy, for more information please contact your organization's data classification admin.



KLASSIFY | INTERNAL

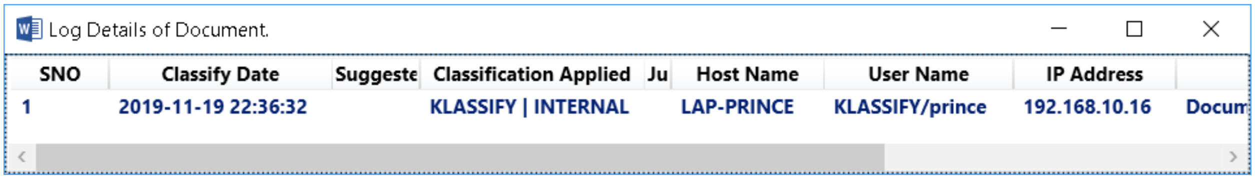
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and

Reclassification Option

File Classification Logs

Klassify capture all data classify cation activity performed by user and send all logs to the policy server and keep the logs saved locally in the document which can be viewed by the user any time by clicking on the logs option available in the application ribbon with Re-Klassify option.



Log Details of Document.

SNO	Classify Date	Suggeste	Classification Applied	Ju	Host Name	User Name	IP Address	
1	2019-11-19 22:36:32		KLASSIFY | INTERNAL		LAP-PRINCE	KLASSIFY/prince	192.168.10.16	Docum

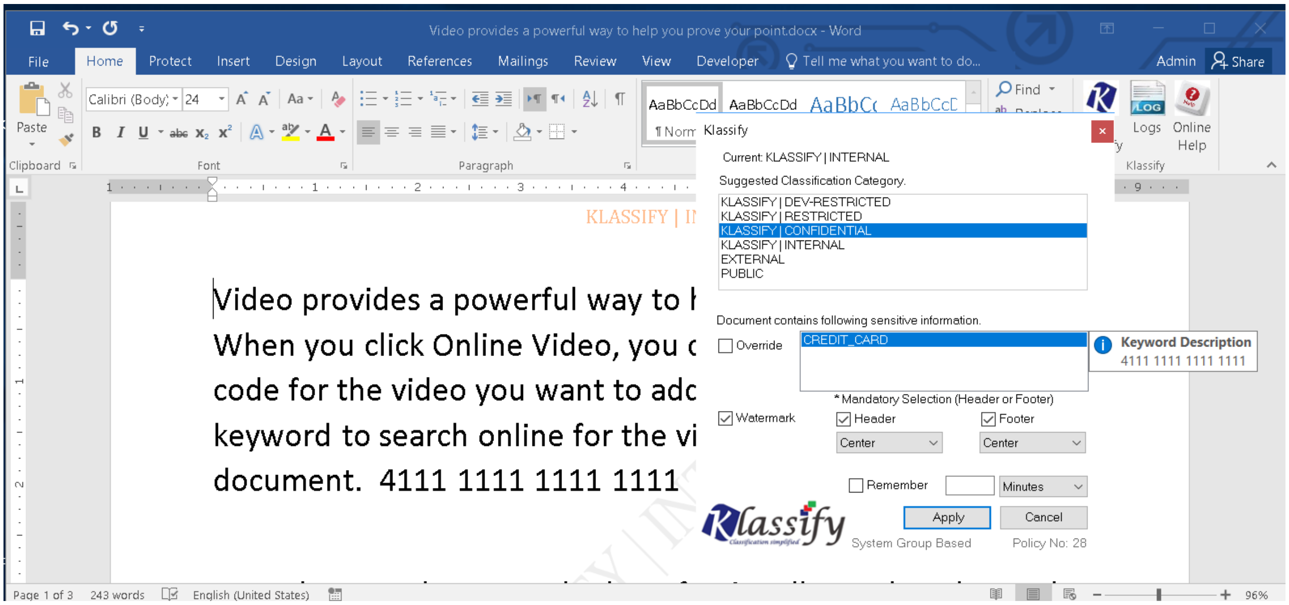
Suggested (Policy Driven) Classification

Klassify enforce data driven classification if enabled from the policy by data classification admin, suggested classification helps organization and document author to select an appropriate classification category based on the sensitivity or the information, Klassify detects sensitive information in the document and suggest an appropriate classification category which dynamically change based on the sensitivity of the information and content classification criteria set by data classify cation admin using policy.

As shown in the figure below, document was classified as “Klassify |Internal” and asking to reclassify the document with a suggested classification “Klassify | Confidential” with the details of the detected sensitive information.

Suggested classification works in an enforced manner as user cannot select other classification category available in the list w/o selecting override option.

This feature is useful for the organization to enforce and appropriate classification category and user as well to keep them aware about the sensitivity of the information and help them to handle the information carefully.



KLASSIFY | IN

Video provides a powerful way to h
When you click Online Video, you c
code for the video you want to adc
keyword to search online for the vi
document. 4111 1111 1111 1111

Klassify

Current: KLASSIFY | INTERNAL

Suggested Classification Category.

KLASSIFY | DEV-RESTRICTED
KLASSIFY | RESTRICTED
KLASSIFY | CONFIDENTIAL
KLASSIFY | INTERNAL
EXTERNAL
PUBLIC

Document contains following sensitive information.

☐ Override

CREDIT_CARD

Keyword Description
4111 1111 1111 1111

* Mandatory Selection (Header or Footer)

☑ Watermark ☑ Header ☑ Footer

Center Center

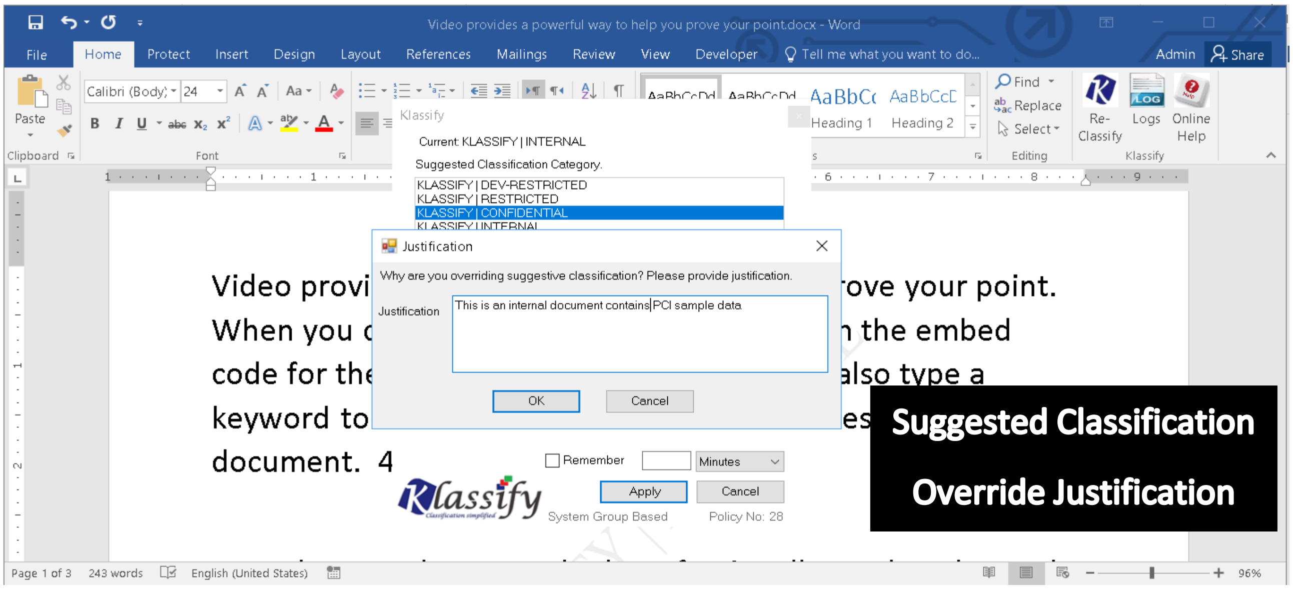
☐ Remember Minutes

Apply Cancel

System Group Based Policy No: 28

Override Suggested Classification

An option to override suggested classification is available with the Klassify popup screen for such scenario when user wants to select a different classification category for the document even if system is suggesting another classification based on the detected sensitive information. User can override the suggested classification by selecting override option and writing an appropriate justification in the justification box, the justification and Klassify will capture detected sensitive information context in the logs, which can be reviewed by the data classification administrators.


Klassify

Current: KLASSIFY | INTERNAL

Suggested Classification Category.

KLASSIFY | DEV-RESTRICTED
KLASSIFY | RESTRICTED
KLASSIFY | CONFIDENTIAL
KLASSIFY | INTERNAL

Justification

Why are you overriding suggestive classification? Please provide justification.

Justification: This is an internal document contains PCI sample data

OK Cancel

□ Remember Minutes

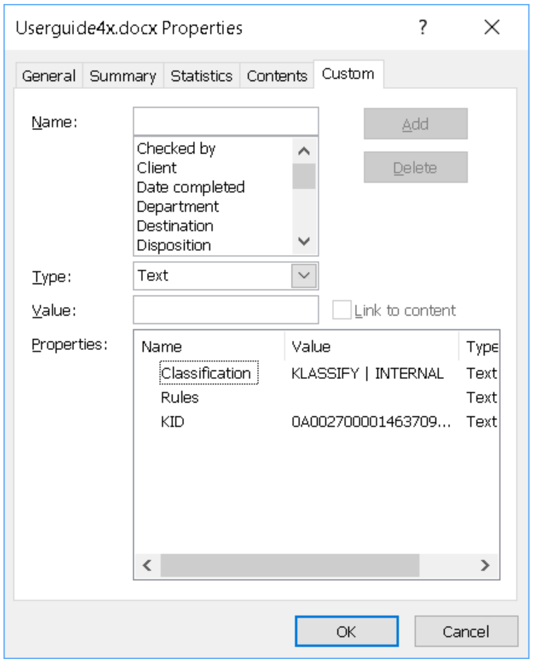
Apply Cancel

System Group Based Policy No: 28

Suggested Classification Override Justification

Classification in File's Metadata

Klassify inserts classification in document's metadata to enhance data protection on DLP and other security solutions.


Userguide4x.docx Properties

General | Summary | Statistics | Contents | Custom

Name:

Checked by
Client
Date completed
Department
Destination
Disposition

Add Delete

Type: Text

Value: □ Link to content

Properties:

Name	Value	Type
Classification	KLASSIFY | INTERNAL	Text
Rules		Text
KID	0A002700001463709...	Text

OK Cancel

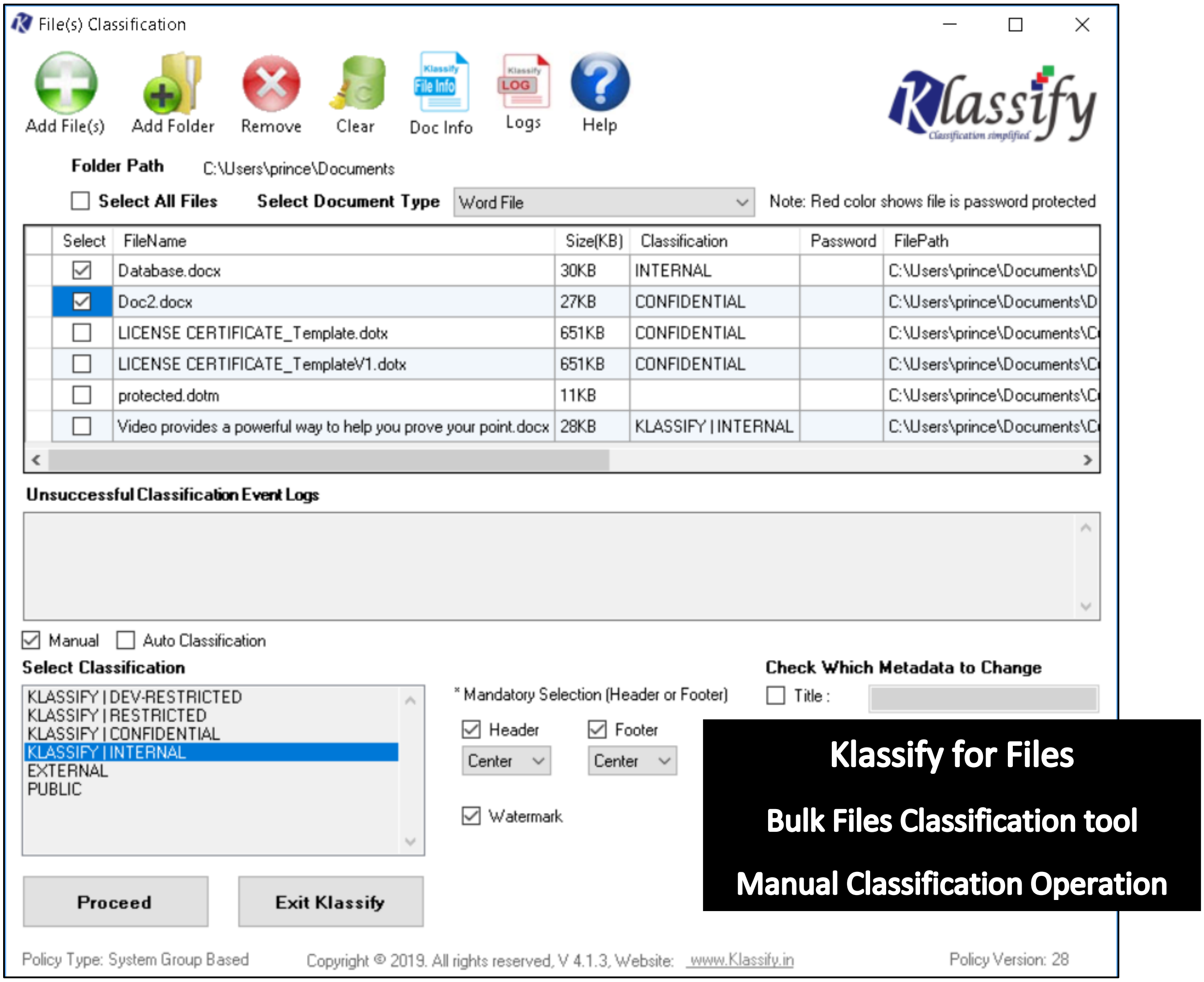
Classification in File's Advance property

Bulk File Classification

Klassify provides “***Klassify for files***” icon on user’s desktop to launch bulk file classification tool, which helps user to classify multiple files in a folder in once, go, this tool has two option.

Manual Classification

Manual Classification ask user to select an appropriate classification category for the selected files which user wants to classify; user can select all or specific file to complete the classification operation.



Folder Path C:\Users\prince\Documents

☐ Select All Files   Select Document Type Word File

Note: Red color shows file is password protected

Select	FileName	Size(KB)	Classification	Password	FilePath
☑	Database.docx	30KB	INTERNAL		C:\Users\prince\Documents\D
☑	Doc2.docx	27KB	CONFIDENTIAL		C:\Users\prince\Documents\D
☐	LICENSE CERTIFICATE_Template.dotx	651KB	CONFIDENTIAL		C:\Users\prince\Documents\C
☐	LICENSE CERTIFICATE_TemplateV1.dotx	651KB	CONFIDENTIAL		C:\Users\prince\Documents\C
☐	protected.dotm	11KB			C:\Users\prince\Documents\C
☐	Video provides a powerful way to help you prove your point.docx	28KB	KLASSIFY | INTERNAL		C:\Users\prince\Documents\C

Unsuccessful Classification Event Logs

☑ Manual ☐ Auto Classification

Select Classification

- KLASSIFY | DEV-RESTRICTED
- KLASSIFY | RESTRICTED
- KLASSIFY | CONFIDENTIAL
- KLASSIFY | INTERNAL
- EXTERNAL
- PUBLIC

* Mandatory Selection (Header or Footer)

☑ Header Center   ☑ Footer Center

☑ Watermark

Check Which Metadata to Change

☐ Title :

Policy Type: System Group Based   Copyright © 2019. All rights reserved, V 4.1.3, Website: www.Klassify.in   Policy Version: 28

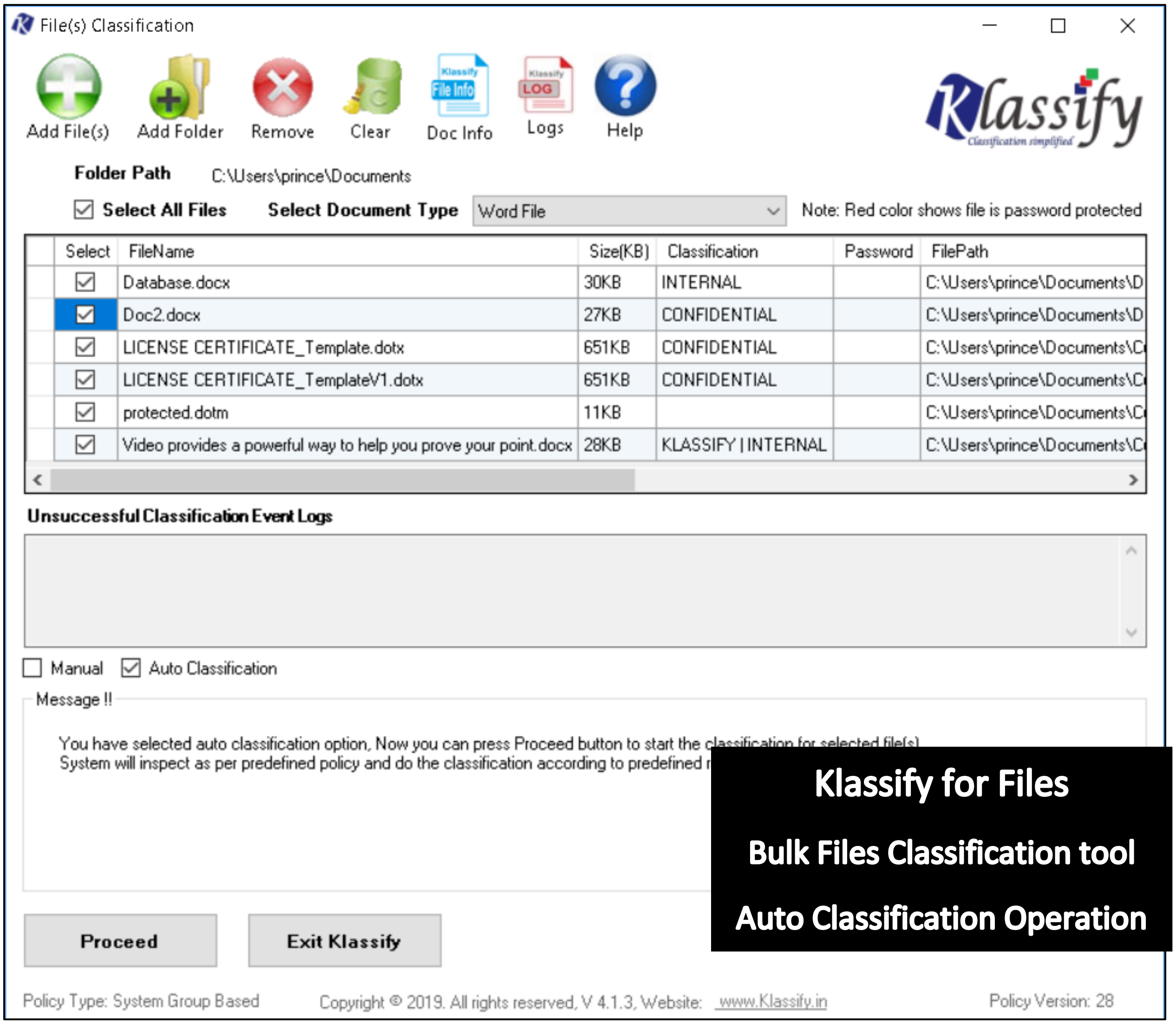
Klassify for Files

Bulk Files Classification tool

Manual Classification Operation

Auto Classification

- Auto classification do not require classification category selection and classify all selected files as per the sensitivity of the document. Klassify apply suggested classification based on the data classification content policy mapped by data classification admin.
- Klassify apply default classification on the document in case no sensitive content detected in the document.



Folder Path C:\Users\prince\Documents

☑ Select All Files Select Document Type Word File Note: Red color shows file is password protected

Select	FileName	Size(KB)	Classification	Password	FilePath
☑	Database.docx	30KB	INTERNAL		C:\Users\prince\Documents\D
☑	Doc2.docx	27KB	CONFIDENTIAL		C:\Users\prince\Documents\D
☑	LICENSE CERTIFICATE_Template.dotx	651KB	CONFIDENTIAL		C:\Users\prince\Documents\C
☑	LICENSE CERTIFICATE_TemplateV1.dotx	651KB	CONFIDENTIAL		C:\Users\prince\Documents\C
☑	protected.dotm	11KB			C:\Users\prince\Documents\C
☑	Video provides a powerful way to help you prove your point.docx	28KB	KLASSIFY | INTERNAL		C:\Users\prince\Documents\C

Unsuccessful Classification Event Logs

□ Manual ☑ Auto Classification

Message !!

You have selected auto classification option, Now you can press Proceed button to start the classification for selected file(s).
System will inspect as per predefined policy and do the classification according to predefined r

Proceed Exit Klassify

Policy Type: System Group Based Copyright © 2019. All rights reserved, V 4.1.3, Website: www.Klassify.in Policy Version: 28

Klassify for Files

Bulk Files Classification tool

Auto Classification Operation

Email Classification

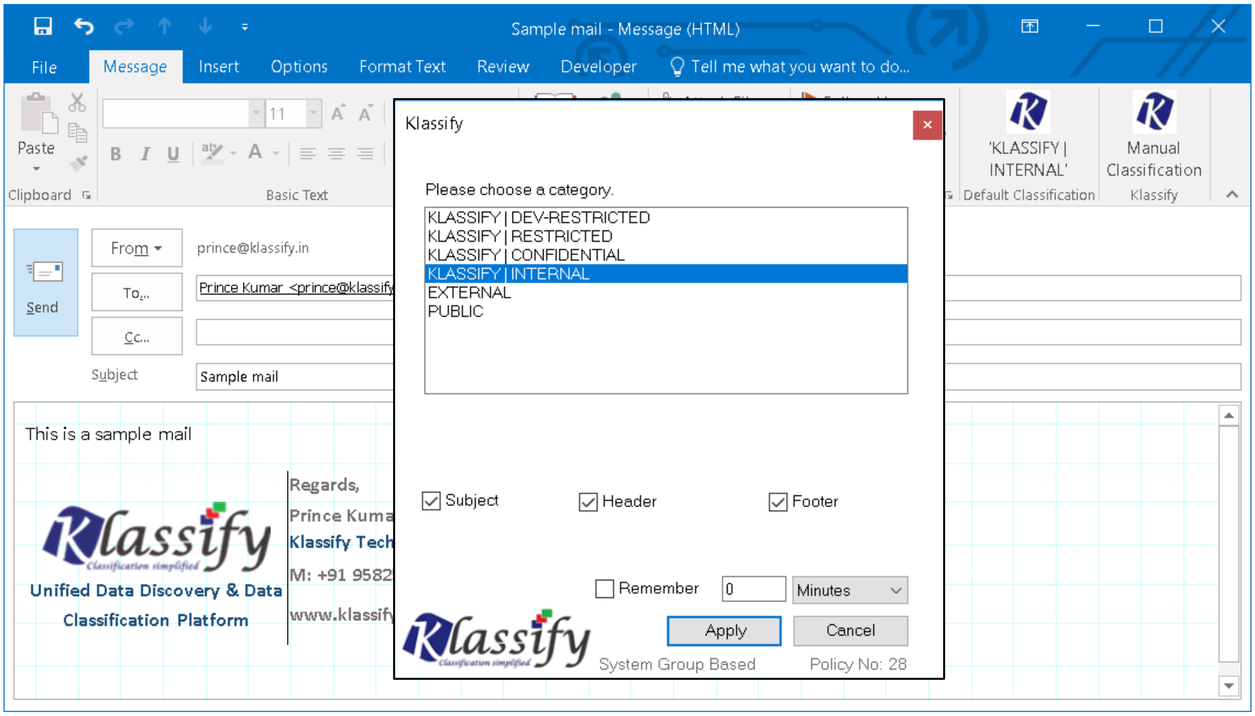
(Applicable in MS Outlook and OWA)

Features

- Klassify enforce email classification functionality in Outlook before user send the mail to recipients along with following features
- Email Classification for New mail, Reply and forward
- Check sensitive information in mail body and subject and suggest an appropriate classification for email.
- Check attachment classification (supported files) for each attached files and allow email if all the attachments are classified.
- Provides attachment classification functionality for supported mail attachments on the fly if all or any attached file detected unclassified.
- Provides email whitelisting based on mail domain or mail ID for specific classification category.
- Provides email block list, which will be applicable across all classification category.
- Add classicization in email subject, mail body as header and footer with artifacts like which user and what time did the classification.
- Add classification in email metadata which can be explorer by next mail security solutions like DLP, Email Security, Firewall etc. based on mail metadata.

Klassify in Outlook (Example)

New Mail



From: prince@klassify.in

To...: Prince Kumar <prince@klassify

Subject: Sample mail

This is a sample mail

Regards,
Prince Kuma
Klassify Tech
M: +91 9582
www.klassify

Unified Data Discovery & Data Classification Platform

Klassify

Please choose a category.

KLASSIFY | DEV-RESTRICTED
KLASSIFY | RESTRICTED
KLASSIFY | CONFIDENTIAL
KLASSIFY | INTERNAL
EXTERNAL
PUBLIC

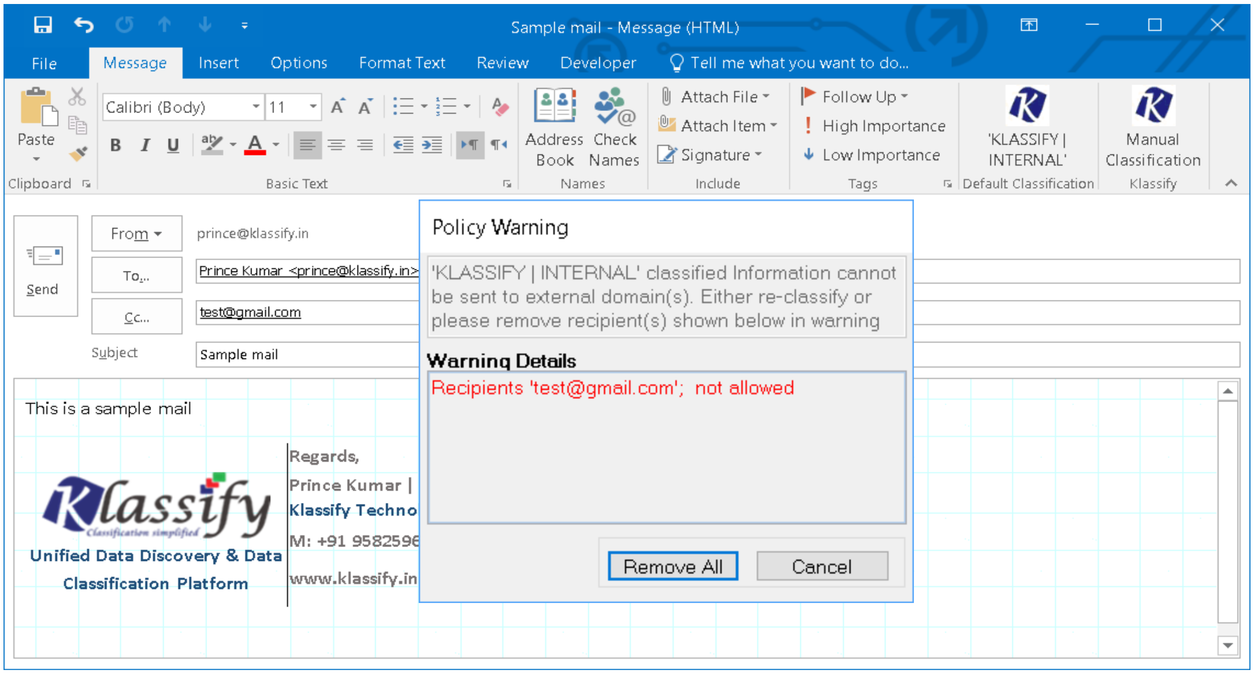
☑ Subject ☑ Header ☑ Footer

□ Remember 0 Minutes

Apply Cancel

System Group Based Policy No: 28

Policy Warning (If internal mail marked to external user)



From: prince@klassify.in
To...: Prince Kumar <prince@klassify.in>
Cc...: test@gmail.com
Subject: Sample mail

This is a sample mail

Regards,
Prince Kumar |
Klassify Techno
M: +91 9582596
www.klassify.in

Unified Data Discovery & Data Classification Platform

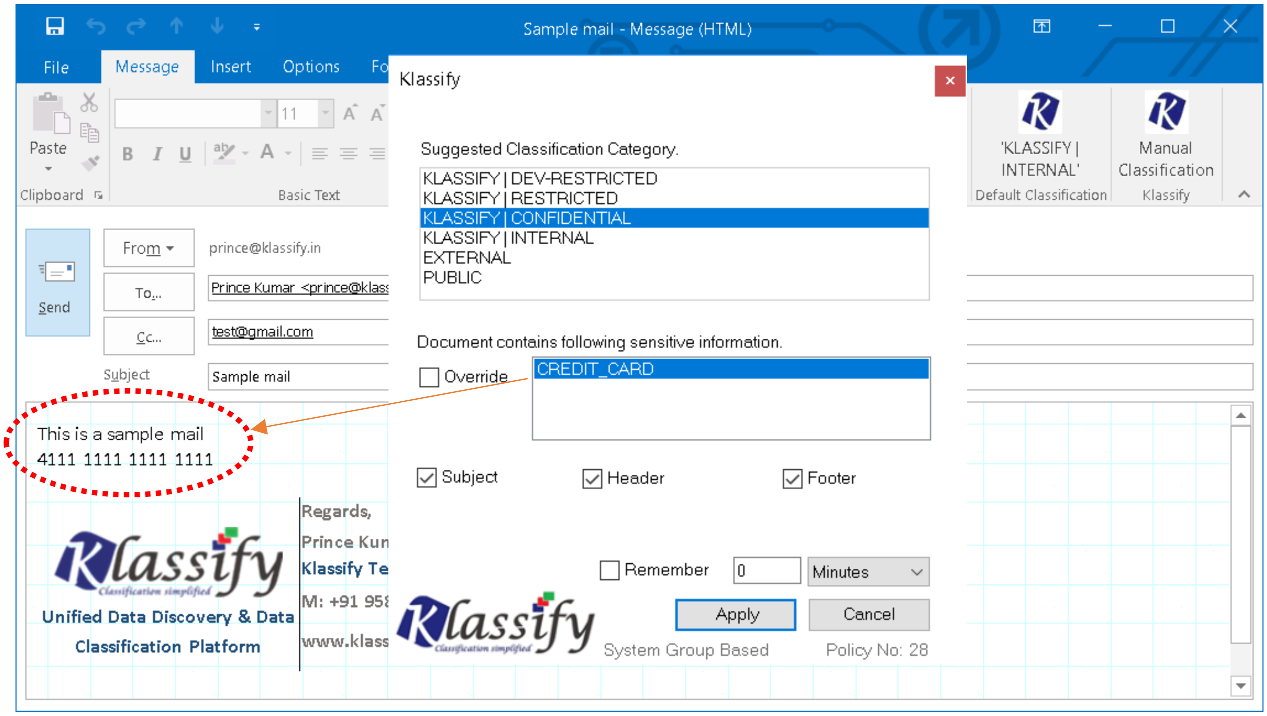
Policy Warning

'KLASSIFY | INTERNAL' classified Information cannot be sent to external domain(s). Either re-classify or please remove recipient(s) shown below in warning

Warning Details

Recipients 'test@gmail.com'; not allowed

User attached sensitive information in mail body



From: prince@klassify.in
To...: Prince Kumar <prince@klass
Cc...: test@gmail.com
Subject: Sample mail

This is a sample mail
4111 1111 1111 1111

Regards,
Prince Kun
Klassify Te
M: +91 958
www.klass

Unified Data Discovery & Data Classification Platform

Klassify

Suggested Classification Category.

KLASSIFY | DEV-RESTRICTED
KLASSIFY | RESTRICTED
KLASSIFY | CONFIDENTIAL
KLASSIFY | INTERNAL
EXTERNAL
PUBLIC

Document contains following sensitive information.

□ Override

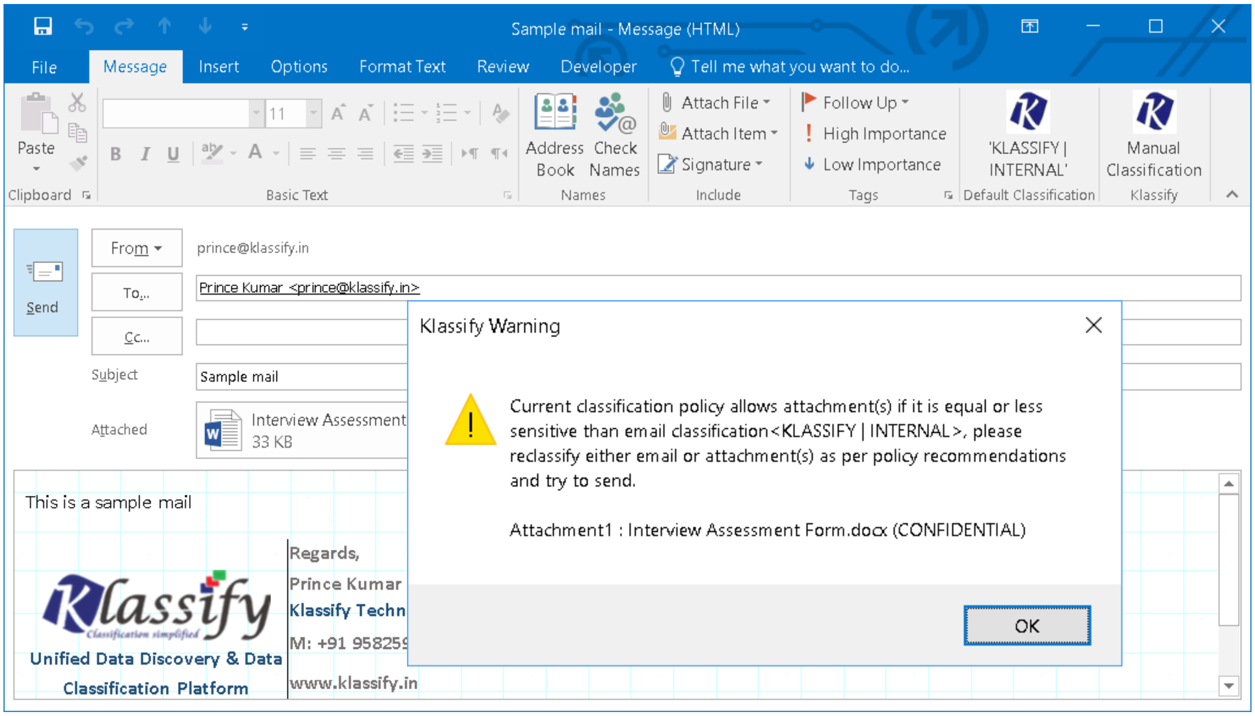
CREDIT_CARD

☑ Subject ☑ Header ☑ Footer

□ Remember 0 Minutes

System Group Based
Policy No: 28

User attached higher classified file in mail



From: prince@klassify.in

To...: Prince Kumar <prince@klassify.in>

Subject: Sample mail

Attached: Interview Assessment 33 KB

This is a sample mail

Unified Data Discovery & Data Classification Platform

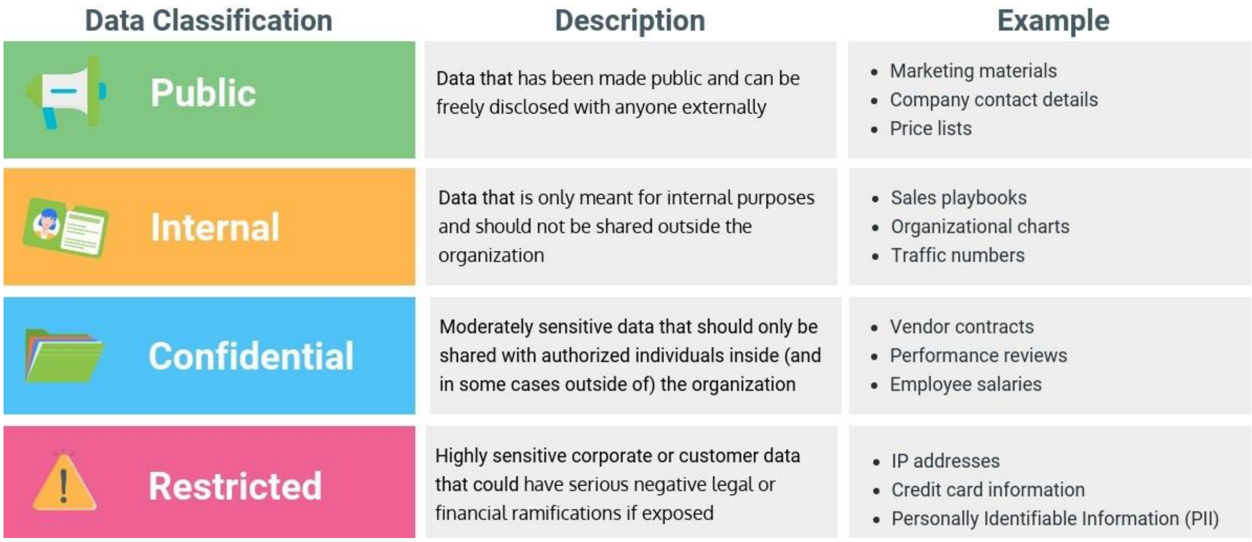
Regards,
Prince Kumar
Klassify Techn
M: +91 958259
www.klassify.in

Klassify Warning

Current classification policy allows attachment(s) if it is equal or less sensitive than email classification<KLASSIFY | INTERNAL>, please reclassify either email or attachment(s) as per policy recommendations and try to send.

Attachment1 : Interview Assessment Form.docx (CONFIDENTIAL)

Data Classifiction Levels Examples



Data Classification	Description	Example
Public	Data that has been made public and can be freely disclosed with anyone externally	• Marketing materials • Company contact details • Price lists
Internal	Data that is only meant for internal purposes and should not be shared outside the organization	• Sales playbooks • Organizational charts • Traffic numbers
Confidential	Moderately sensitive data that should only be shared with authorized individuals inside (and in some cases outside of) the organization	• Vendor contracts • Performance reviews • Employee salaries
Restricted	Highly sensitive corporate or customer data that could have serious negative legal or financial ramifications if exposed	• IP addresses • Credit card information • Personally Identifiable Information (PII)