



## Information Policy Management

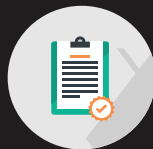
**everteam.policy** provides a centralized, easy-to-use solution for authoring, managing and publishing information governance policies and retention rules for the entire enterprise.

As regulations proliferate and compliance requirements increase, organizations need to document and maintain their data taxonomy and classification scheme, corporate and legal retention rules and data lifecycles. But capturing, defining and formalizing information is an overwhelming and time-consuming task.

**everteam.policy** is a simple-to-use solution that allows organizations to quickly develop, publish and maintain enterprise-wide information policies. It acts as a centralized information register offering a hierarchical classification scheme, comprehensive life cycles for every class of data and retention rules that guide disposition activities.

With **everteam.policy**, organizations have a single place to effectively manage all information policies, ensuring a single point of access for both users and systems. **everteam.policy** ensures consistency across the enterprise and provides the foundation for effective information governance.

### Primary Use Case



#### Policy Management

Author, manage and publish data governance policies and retention rules to ensure compliance with corporate and regulatory requirements such as ISO 27001, GDPR, and California's CCPA.

### With **everteam.policy** you can :

- ✓ Author, manage and publish policies for the enterprise
- ✓ Define complete data lifecycles for every class of information
- ✓ Publish your organization's retention schedule
- ✓ Comply with increasing privacy regulation

# everteam.policy

A single, centralized place to author, manage and publish retention and governance policies for the entire enterprise.

## Key Capabilities

- Easily collect and store comprehensive policy definitions
- Centralize retention and governance policies in a single, unified location
- Define and maintain advanced information lifecycle rules
- Comply with requirements to describe and justify information governance policies
- Share Policies throughout your organization
- Provide clear evidence of compliance with regulatory requirements



Simple web based editing and sharing of your Corporate Retention Schedule within your organization

Extend your Record Retention Schedule into a full-fledge Information Register to comply with new Privacy regulations such as GDPR or CCPA or internal quality program (SO27001)

The screenshot displays the 'Information Register' interface. On the left, a tree view shows classification categories like Administration, Corporate, Finance, and Human Resources. The main area shows a policy for 'HR Contracts and Agreements' with a version of 'v4 - 01/01/1970'. The policy details include a description, status (Approved), and a lifecycle policy table. Below this, a 'Pay Slip' record is shown with a list of personal data categories and their retention status.

EVENT	PERIOD	ACTION
File cre	10 years	Delete

Contains	Retention
Identification data	Yes
Social Security Number	Yes
Personal characteristics	No
Physical details	No
Psychological details	No
Composition of the family	No
Leisure pursuits and interests	No
Special financial data	Yes
Legal data	No
Health data	No
Private habits	No

Public RESTful API to propagate policies in your system of choice for appropriate enforcement

Customizable properties to add legal and business rules

Advanced Lifecycle Policies with validation workflow and support for multiple jurisdictions

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