MODERN WORKPLACE

PHASE 4: DATA PROTECTION WITH SENSITIVITY LABELS

In Phase 4, we add an extra layer of protection: sensitivity labels. These labels make it easy for everyone within the company to classify and protect information.

WHAT ARE SENSITIVITY LABELS?

A simple dropdown in Office that lets users mark information as confidential.
Depending on the label, the system automatically applies protection such as:

- **Email encryption** – ensuring only the intended recipients can read your email.
- **Document watermarks** – clearly marking documents as sensitive.
- **Internal-only protection** – preventing files from being shared outside your organisation.

IMPORTANT TO KNOW

When a document is encrypted with a sensitivity label, some collaboration features (like real-time co-authoring and autosave) are disabled. This is intentional — it prioritises data protection over convenience for highly confidential content.

IMPLEMENTATION STRATEGY

Labels will be integrated into your Microsoft 365 apps for everyday use.

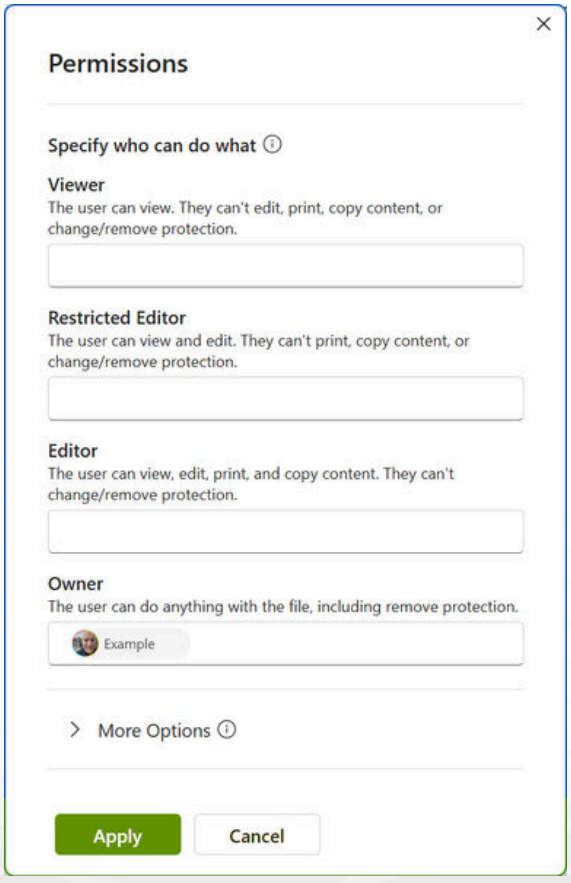


3 BASELINE LABELS

1 **Confidential – Encrypt Emails**
Encrypts sensitive emails so only the intended recipients can open them. Forwarding, copying, or opening outside the organisation is restricted, protecting confidential communication.

2 **Confidential – Watermark & Encrypt Documents**
Applies visible watermarks (e.g. “Confidential”) to documents while also encrypting them. This makes it clear the file is sensitive and ensures only authorised users can open it. When chosen, you will be asked to define who needs to have access to the document:

3 **Confidential – Internal Only Watermark & Encrypt Documents**
Applies both watermarking and encryption but limits access to your organisation only. Even if the file is shared externally, people outside your company will not be able to open it.



WHAT 'S THE BENEFIT TO YOU?

- Protect sensitive information with a single click.
- Reduce the risk of accidental data leaks.
- Meet compliance and client needs for information security.
- A consistent, structured approach across your organisation.