



Sigma Classify

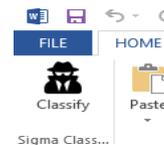
Apply security classifications to documents on creation

Security Classifying at Creation

The practicality of classifying all newly created, collected and disseminated MS Word documents is challenging for any organisation, especially when these documents are stored outside of the corporate management system. Apart from locking down all alternative storage locations and mandating your document management system, the best solution is to insist on classification at the point of creation. This is where Sigma Classify steps in.

Classifying a Word Document

Sigma Classify will intercept the save process and request a classification. Security classifications are accompanied by a description enabling correct selection



To classify a document, simply open it in Word and click the classify icon (🕵️).

The classification dialogue box will appear with a full description next to the classifications giving the user confidence that they are selecting the correct classification.

Classification

Please select a classification for this document:

- UNCLASSIFIED** Information that has been authorised for public access and circulation, or deemed public by legislation or routine disclosure. Access or disclosure will cause no disruption or inconvenience to business staff or members of the population. The availability of information will result in no loss of reputation or confidence from stakeholders. Information and data that generally will not require a security classification though at times may require application of DLMs.
- PROTECTED** Information is readily available to staff and may be accessed or disclosed to third parties with specific consent or authorisation. Compromise of information could be expected to endanger individuals or private entities, damage the interests of the State, the financial viability of organisations; impede the development or operation of major government policies; or impede the investigation or facilitate the commission of serious crime.
- CONFIDENTIAL** Compromise of data could be expected to cause significant damage to national, State and inter-jurisdictional relations organisations or individuals.
- SECRET** Compromise of the confidentiality of data could be expected to cause serious damage to the State, organisations or individuals.
- TOP SECRET** Compromise of the confidentiality of data could be expected to cause exceptionally grave damage to the State, organisations or individuals.

OK

Custom Classification and Descriptions

Provide your classifications and descriptions and we will make sure they are set up and ready for you to install and use.

Default Classification Behaviour

- Creating a new word document: Defaults to your preferred classification
- Opening a previously classified document: Displays the current classification
- Opening, changing and saving an unclassified document: Prompts the user for a classification
- Renaming a previously classified document: Prompts the user for a classification

Installation

Sigma Classify can be installed on any computer running MS Word.

Compatibility

Sigma Classify is a new product that will continue to be developed ensuring compatibility across all supported MS Word versions.

Support

Our standard software support agreement includes access to the support help desk and new versions of the product as they become available.

How to Buy

For more information regarding Sigma Classify, or to arrange a product demonstration or quotation, please contact Sigma Data Solutions:

Ph: +61 8 6230 2213 or email

sales@sigmadata.com.au



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