

Unstructured Data Discovery and Analysis Advisory QuickStart

Assess risk through Personal Data detection on unstructured data.

Overview

Compliance with privacy regulations such as the General Data Protection Regulation demands that customers understand where personal data exists within the organization. The Micro Focus® Unstructured Data Discovery and Analysis Advisory QuickStart service has been created to assist you in gaining general insights into the extent to which personal data exists in file shares, which are often used for internal collaboration or as convenient storage by employees, and can fall outside of the monitoring required for corporate governance.

This service is designed to provide you with basic risk profiling of your file shares by taking a sample from each location to determine the categories of the information stored. This understanding will lay the groundwork for a subsequent risk-based approach to governance and can also be used to drive operational efficiencies.

Using our experience helping customers on similar projects, we can help you get started the right way and leverage quick wins.

Service Implementation

Activities and Outcomes

Micro Focus Professional Services will perform the following activities:

- Delivery of a half-day discovery and planning workshop at the beginning of the engagement. The workshop will be delivered remotely, e.g. through Skype or conference call
- Setup of a single ControlPoint production environment on customer-provided hardware
- Indexing of a 1 TB sample of file share (Windows) documents from a total size of up to 10 TB (10% sample)
- Profiling of unstructured data with an emphasis on the detection of personal data. This profiling is based on the out-of-the-box personal data detection ruleset. ControlPoint Policy (e.g. copy/move) creation is out of scope.
- Creation of a report detailing the profile of the unstructured data across the locations specified
- Delivery of a two-hour presentation on the methodology and results

Service Planning and Deployment

- The service will be delivered by the Micro Focus Professional Services team remotely from Micro Focus offices.
- The expected duration of the service delivery is 3 to 4 weeks, with an estimated effort of 13 days, delivered by 2 resources,

Professional Services at a Glance

Shape your strategy and transform your hybrid IT to capitalize on digital business opportunities. Professional Services cover people, processes and technology and are anchored by IT4IT—our unique blueprint for the IT operating model—to help you drive digital transformation and ride the hybrid delivery wave.

excluding project management time. The delivery of this service does not include weekend or holiday work.

- A detailed agenda will be set in advance to facilitate proper planning and to ensure attendance by your key stakeholders.
- Prior to service delivery, Micro Focus will provide a ControlPoint specification document, outlining the hardware and software requirements for the environment.
- All documentation is based on Micro Focus templates.
- All project documentation will be in the English language, though the file shares investigated can be in any language supported by Micro Focus ControlPoint.

Service Limitations

It is assumed that for this service, the following limitations are accepted:

- Data sources are limited to file shares and all data volumes are calculated as uncompressed size on the source repository.
- No expansion of container files (e.g., .zip, .rar, .pst, etc). This means that you need to expand container files before the index process.
- Installation verification and unit testing are not provided as part of the service, as the system setup is not the focus of this service. The focus is data profiling.

Other Limitations

- Micro Focus uses a forty (40)-hour work week as its standard
- Micro Focus uses an eight (8)-hour work day as its standard
- The service delivery times will be subject to local Micro Focus standard business hours, excluding Micro Focus holidays, unless otherwise agreed to in writing by Micro Focus.

Customer Responsibility

To ensure a successful and secure service delivery, you must, prior to service commencement:

- Assign designated person(s) from your staff who will grant all approvals, provide information, attend meetings, and otherwise be available to assist Micro Focus in facilitating the delivery of this service
- Ensure the availability of all hardware, firmware, and software required by the Micro Focus Professional Services consultant to deliver this service
- Retain and provide to Micro Focus upon request all original software licenses, license agreements, license keys, and subscription service registration information, as applicable for this service
- Provide remote (VPN) access to the environments to allow Micro Focus teams to perform technical work
- Provide hardware for ControlPoint based on Micro Focus recommendations
- Provide available network bandwidth between the source systems and ControlPoint of at least 100 Mbps

Beyond the Service

To make the most of your investment, we recommend the following training:

- ControlPoint Administration Essentials (2 days)

This course is designed for those who require extensive access to ControlPoint functionality that includes the ControlPoint interface, policy and repository definition, data analysis, data cleanup, and advanced configuration.

For pricing and availability of our Education Services, please contact your local sales representative.

We strongly recommend working with a qualified legal professional to understand the

regulatory risks posed by the personal data in your file shares.

Terms

This offering consists of a consulting effort and is governed by the Micro Focus Customer Terms—Professional Services (the “Terms”). All capitalized terms used in this Data sheet, but not otherwise defined, will have the meaning assigned to them in the Terms. For purposes of this Data sheet, “services” means the Activities and Outcome set forth under Service description above. Services excludes hardware maintenance and repair, software maintenance, education services, or other standard support services provided by Micro Focus; software as a service; managed print services; and outsourcing services.

Acceptance of Deliverables occurs upon delivery.

Hiring of Employees

You agree not to solicit, or make offers of employment to, or enter into consultant relationships with, any Micro Focus employee involved, directly or indirectly, in the performance of services hereunder for one (1) year after the date such employee ceases to perform services under the terms of this Data sheet. You shall not be prevented from hiring any such employee who responds to a general hiring program conducted in the ordinary course of business and not specifically directed to such Micro Focus employees.

Authorization to Install Software

During the provision of services, Micro Focus may be required to install copies of third-party or Micro Focus-branded software and be required to accept license terms accompanying such software (“Shrink-Wrap Terms”) on your behalf. Shrink-Wrap Terms may be in electronic format, embedded in the software, or contained within the software documentation. You hereby acknowledge that it is your

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responsibility to review Shrink-Wrap Terms at the time of installation, and hereby authorizes Micro Focus to accept all Shrink-Wrap Terms on its behalf.

Intellectual Property

Micro Focus may provide Micro Focus tools, templates, and other pre-existing intellectual property of Micro Focus during the course of providing services ("Micro Focus Preexisting Materials"). Micro Focus retains all intellectual property ownership rights in such Micro Focus Pre-existing Materials; all Micro Focus Pre-existing Materials are Micro Focus Confidential Information.

Micro Focus owns the intellectual property rights in all Deliverables provided hereunder and grants a license to use such Deliverables to you for your internal business purposes. To the extent Deliverables incorporate Pre-existing Materials, Micro Focus also grants a license to use said Pre-Existing Materials to the extent necessary to use the Deliverables.

Payment and Validity

This offering will be pre-billed. You agree to pay invoiced amounts within thirty (30) days of the invoice date. You must schedule delivery of the offering to be completed within a period of one (1) year from the date of purchase. Notwithstanding the previous sentence, Micro

Focus's obligations to deliver the offering under this Data sheet are considered fulfilled and your rights of receipt of the offering under this Data sheet will expire one (1) year from the date of purchase.

Pricing for the offering may vary by country.

Cancellation

To avoid a Cancellation Fee as defined herein, you shall notify Micro Focus in writing of cancellation or rescheduling at least ten (10) business days prior to the offering start date. Cancellations or rescheduling with less than ten (10) business days notification will incur 100% of the offering fee ("Cancellation Fee"). If you cancel with ten (10) or more business days in advance of scheduled delivery, you may reschedule only if delivery will be complete within one year from the purchase date.

Change in Scope

Changes in scope to this service as described herein are not allowed. You can request additional or different services, if available and at additional cost, through a statement of work or change order.

Learn More At

www.microfocus.com/controlpoint

www.microfocus.com/software/services