Driving Efficiency and Optimization Helps Transform Your Business and Guides Data Privacy Preparedness

Building a data inventory that is data-centric and perceptive of security steers data optimization efforts, intelligent migrations, and proficient application retirement initiatives. Content analysis and data discovery drive key business decisions that optimize data, reduce costs, and ensure data lifecycle management while accelerating business transformation.

Voltage File Analysis Suite at a Glance
FAS helps organizations quickly find, protect and secure sensitive and high-value data.

Optimize

Data-centric approach combined with identity and security dynamics to ascertain value

Efficient

Reduce cost associated with managing legacy data and applications

Accelerate

Data readiness for privacy, compliance, and business transformation
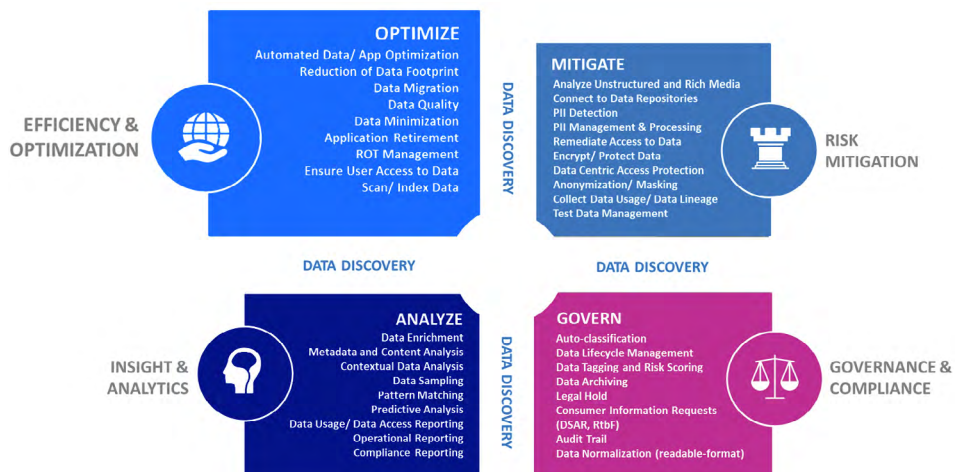
The Velocity of Change is Staggering

Organizations are being asked to evolve and help transform their business faster in light of regulatory, economic and social change. As a result businesses are transforming, accelerating and re-evaluating IT priorities. Shift to cloud-based solutions consumption models, remote work, managing access to data, and ensuring security around critical data is paramount to maintain productivity of business users.

Compounding these challenges further are evolving global data privacy regulations. Consumers have been granted protections under these regulations to know what personal data is being used and shared (and their intended business purpose). Mismanagement of personal data places organizations in the crosshairs—with the risk of sanctions, fines for non-compliance very real—the most dangerous risk resides in loss in consumer confidence, shareholder value and reputation.

Combatting these challenges can include multiple tactics that, if coordinated, can not only improve operational efficiencies, but also mitigate risk, ensure compliance and protect your "crown jewels." Additionally, this also helps businesses gain insight, competitive advantage and expose greater value from enterprise data.

OPTIMIZE
Automated Data/ App Optimization
Reduction of Data Footprint
Data Migration
Data Quality
Data Minimization
Application Retirement
ROT Management
Ensure User Access to Data
Scan/ Index Data

EFFICIENCY & OPTIMIZATION

DATA DISCOVERY

MITIGATE
Analyze Unstructured and Rich Media
Connect to Data Repositories
PII Detection
PII Management & Processing
Remediate Access to Data
Encrypt/ Protect Data
Data Centric Access Protection
Anonymization/ Masking
Collect Data Usage/ Data Lineage
Test Data Management

RISK MITIGATION

DATA DISCOVERY

ANALYZE
Data Enrichment
Metadata and Content Analysis
Contextual Data Analysis
Data Sampling
Pattern Matching
Predictive Analysis
Data Usage/ Data Access Reporting
Operational Reporting
Compliance Reporting

INSIGHT & ANALYTICS

GOVERN
Auto-classification
Data Lifecycle Management
Data Tagging and Risk Scoring
Data Archiving
Legal Hold
Consumer Information Requests (DSAR, RtbF)
Audit Trail
Data Normalization (readable-format)

GOVERNANCE & COMPLIANCE

Efficiency and Optimization Enable Digital Transformation

Organizations looking to adapt and help transform their businesses in light of regulatory, economic and social change need to find ways to reduce costs—but not at the expense of productivity, data security or protecting critical data and intellectual property. Understanding the value of enterprise data is critical to drive and maximize efficiencies.

Data Mapping

Mapping out where structured and unstructured data resides across the enterprise is an important aspect of understanding the scope of data sprawl. Inefficiencies exist within on-premises/cloud repositories and applications. Building a prioritized data inventory of redundant, obsolete and trivial data along with high-value, sensitive and confidential data sets is a common first step. Combine this knowledge with an understanding of access and permissions around the data enables more accurate and prescriptive action to be taken.

Data Optimization

Understanding unstructured data based on content, usage, age and whether it is orphaned, redundant, or low value is paramount to driving efficiency. Data discovery and file analysis create an environment for cost efficiencies by de-duplicating and removing data that serves zero value to the business. Streamlining in this manner reduces the storage footprint and personnel required to manage the data and lead applications. Optimization efforts also reduce the risk associated with data breaches by removing data residing exposed in unmanaged repositories or applications.

Defensible Disposition

Data volumes and consumption continue to place cost and infrastructure pressures on IT. Ensuring all corporate stakeholders have a common understanding of internal and records and data lifecycles is critical to managing data. Business-critical data also requires defensible disposition of unneeded data, and data based on its lifecycle policy ensures compliance and drives down the total cost of managing data.

Data Quality

The goal is to create a smaller haystack based on value. Data optimization and defensible disposition help drive down costs, but securing data and making easier to find reduces inefficiencies like duplication of effort and reformatting documents. Focused, data-centric inventories lead to optimized data sets that can directly serve the business, uncover competitive advantage, improve knowledge sharing and drive operational efficiencies.

Data Migration

Many organizations are taking rapid steps to transition to cloud. Migrating every gigabyte of data from on-premises is cost prohibitive. Data hygiene, consolidation and quality play a critical role in these types of migration efforts. By focusing on value, and only moving active, high-value data and understanding access and permissions, organizations can start making better informed decisions around what data should be migrated to new applications and repositories in the cloud.

Application Retirement

Many organizations are making the shift to cloud for applications like HR Management Systems. One clear example of this is moving from PeopleSoft to a SaaS-based solution like Workday. There are significant costs and risks associated with leaving legacy applications around to run historical reports on employee data and payroll data. To illustrate, legacy PeopleSoft and Oracle database costs, as well as the cost of skilled resources to maintain them can reach hundreds of thousands of dollars each year. Application retirement efforts can archive data sets that are need to for historical reference, audits and reporting, while the application itself, including the licensing and associated costs, can be retired.

Data Access Governance

Understanding permissions and access to data is an under-valued aspect of file analysis. Whether you are undertaking a data migration, risk assessment, audit/ investigation, or simply monitoring access and user activity, the knowledge of how permissions are set, who should have access to data, and what data is at risk (too widely exposed or unprotected) is a great perspective to leverage when you're looking to optimize and reduce data footprints.

The Big Question Is Where to Start

Most organizations have a clear understanding that data growth is an issue, but since much of it is a factor of organic growth (end users keeping copies locally on desktops, storing data across shared drives, SharePoint sites and collaboration platforms or database extracts, copies and test data) the scope can be a bit of a wildcard.

Many projects get underway by focusing on these 4 key areas:

1. Prioritizing data sources, and then interrogating those sources to determine the "value" of data.

2. Data mapping and content analysis combine with discovery techniques can allow organizations to quickly identify and prioritize what data "sources" are most important and move to the front of the line—and what data contained in those sources should be migrated. This is an ideal tactic to quickly optimize and minimize data—driving cost efficiencies and ensuring a current data inventory of high-value and sensitive assets is available to the business.

3. Remediation of data access and permissions within a data migration help to mitigate risk more effectively than a big, bulky data dump. Data growth not only leads to cost implications, but poor permission and security practices introduces the unintended risk of data leak or loss to organizations. Organizations with a heighten awareness on access and permissions can remediate without delay and mitigate risk, ensuring that data is secured and the risk of unauthorized access is diminished.

4. Securing the high-value data that has been identified is a key step towards risk mitigation. Ask yourselves and your steering committee, if your data contains personal information what level of further controls (e.g., encryption, anonymization, masking) is required and at what level for your business users/ roles.

Introducing the File Analysis Suite

Voltage File Analysis Suite (FAS) by OpenText is designed for organizations who want to quickly find, protect and secure sensitive and high-value data. As a modern SaaS-based solution, the Voltage File Analysis Suite accelerates data-centric business transformation initiatives that drive cloud acceleration, data privacy preparedness and data readiness.

Core features and capabilities within the Voltage File Analysis Suite include:

- **Governance and Compliance:** Data discovery, governance and preservation along with data optimization and remediation actions applied to files in a mange-in-place model, driving security and data lifecycle management.

- **Sensitive Data Analytics powered by OpenText™ IDOL AI:** Auto-tagging, and metadata enrichment triggered by pre-built sensitive data analytics and pattern matching in support of data privacy (GDPR, CCPA, PIPEDA, POPI, KVKK), as well as, PCI, and PHI.

- **Risk mitigation:** Develop custom policies and controls to monitor, remediate and proactively manage identities and data access across critical data repositories.

- **Search and eDiscovery:** Analyze, tag and collaborate around high-value assets (e.g., contracts, intellectual property, patents, etc.) and sensitive personal data across files, email, business records, structured data, images, and rich media.

- **Data Subject Analysis:** Leverage pre-built templates designed to assist in reporting and responding to Consumer inquiries and Data Subject Access Requests.

OpenText Solutions Can Help. Our Industry-Leading Solutions That Drive Efficiency and Optimization include:

Voltage File Analysis Suite—Voltage FAS Data Discovery SaaS file analysis solution enables organizations to quickly and efficiently reduce information risk, ensure data privacy, analyze, optimize and secure employee access to critical data that drive and protect the business. Our solution ensures data lifecycle management and data access governance while mitigating the risk associated with managing sensitive data. Voltage File Analysis also provides identity and access governance, complete data visibility, reduction in storage costs, actionable analytics that improve efficiency, data quality and supports data privacy compliance, while addressing governance for high-value assets (e.g., contracts, intellectual property, patents, etc.) and sensitive data (e.g., PI/ PII, PCI, PHI, etc.).

Voltage Structured Data Manager by OpenText enables the complete management of structured data across its lifecycle. Voltage Structured Data Manager can discover sensitive data in on-premises, cloud or hybrid systems and classify in-scope data for disposition. Voltage Structured Data Manager enables policy-based disposition of data, defining archival, protection, deletion or any other disposition based on pre-set company policy. Completing the process, Voltage Structured Data Manager records all actions taken and can produce detailed reports for compliance audits. Voltage Structured Data Manager performs all that through a user friendly interface that allows structured data to be managed throughout the enterprise from a single pane of glass.

OpenText™ File Reporter inventories network file systems and delivers the detailed file storage intelligence you need to optimize and secure your network for efficiency and compliance. Identify access risks when you discover and analyze files and associated permissions for data stored across your enterprise. Engineered for enterprise file system reporting, File Reporter gathers data across the millions of files and folders scattered among the various network storage devices that make up your network. Flexible reporting, filtering, and querying options then present the exact findings you need so that you can demonstrate compliance or take corrective action.

OpenText™ File Dynamics provides extensive services to address the expanding requirements of network data management. Identity-driven policies automate tasks that are traditionally done manually, resulting in cost savings and the assurance that tasks are being performed properly. Target-driven policies offer security from unauthorized access, data migration, clean-up, and protection from data corruption and downtime through near-line storage backup of high-value targets, enabling quick recovery of files and their associated permissions. File Dynamics delivers the role-based access restrictions, remediation, risk mitigation, and proactive management needed for compliance with data management regulations.

OpenText™ ControlPoint is an on-premises file analysis solution that leverages IDOL artificial intelligence for unstructured data

> **"Through 2024, 80% of information governance programs that do not include unstructured, semi-structured and structured data within the same governance program will fail."**
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> **Market Guide for File Analysis Software, Julian Tirsu and Marc-Antoine Meunier**
> Analyst(s): File Analysis Software Market
> Gartner

analytics. ControlPoint enables organizations to identify and automatically classify sensitive data (e.g., PII, PCI, PHI), clean up legacy data and uncover risk hidden in dark data sitting unmanaged in email repositories, file shares, SharePoint sites and cloud repositories like Office365, GoogleDrive and Drop Box. ControlPoint allows customers to save on storage costs by reducing redundant, obsolete and trivial data, enabling better

access to valuable information while enforcing data preservation through applying policies that assist in data lifecycle management, regulatory compliance and data security.

Learn more at
www.microfocus.com/en-us/cyberres/ data-privacy-protection/file-analysis

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