



**CATALYST**  
TECHNOLOGY GROUP

Innovating how IT is delivered.<sup>sm</sup>



# Office 365

## Security and Compliance



















For more information, see [Multi-Factor Authentication for Office 365](#).

## Privacy by Design

When you entrust your data to Office 365 you remain the sole owner: you retain the rights, title, and interest in the data you store in Office 365. The data you store in Office 365 is “your data.”

It is with this clarity of principle that we ensure that we maintain your privacy and operate our online services with certain key principles:

- We use your data only to provide you with the online services you have paid for, including purposes compatible with providing those services
- We do not mine your data for advertising purposes
- If you ever choose to leave the service, you can take your data with you with full fidelity
- We tell you where your data resides, who has access, and under what circumstances
- Access to your data is strictly limited, non-destructive, logged and audited<sup>1</sup>

Beyond this, we have privacy controls to allow you to configure exactly who has access to what within your organization. Strict controls and design elements prevent or mingling of your data with that of other organizations using Office 365 and from Office 365 datacenter staff having access to your data.

In addition, Microsoft redirects government requests for your data to be made directly to you unless legally prohibited and has challenged government attempts to prohibit disclosure of such requests in court.

## Customer Controls for Privacy

In addition to service-level capabilities, Office 365 enables you to collaborate through the use of transparent policies and strong tools while providing the distinct ability to control information sharing.

- Customer Lockbox—Allows customers to control Microsoft engineering access to customer data.
- Rights Management in Office 365—Allows individuals and administrators to specify access permissions to documents, workbooks, and presentations. This helps you prevent sensitive information from being printed, forwarded, or copied by unauthorized people by applying intelligent policies.
- Privacy controls for sites, libraries and folders—SharePoint Online, a key component service of Office 365 that provides collaboration functionality has a number of privacy controls. One example is that SharePoint Online sites are set to “private” by default. A second example is that a document uploaded to OneDrive for Business is not shared until the user provides explicit permissions and identifies who to share with.
- Privacy controls for communications—In Skype for Business, another key component service that provides real-time communications in Office 365, there are various administrator-level controls as well as user-level controls to enable or block communication with external users and organizations. One example is blocking access to federation in Skype for Business. Similarly,

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<sup>1</sup> Third-party audits are performed to attest that access is only for appropriate business purposes.







migration has been completed, after which point your data will be destroyed to make it commercially unrecoverable. Further, we provide guidelines to your administrators to personally destroy your data if that is preferred. Electronic discovery can be performed to verify that none of your data can be returned.

## Summary

Businesses today need productivity services that help users get more done from virtually anywhere while maintaining security in the face of ever-evolving threats. Office 365 supports both of these needs at once with a highly secure, cloud-based productivity platform. Information regarding Office 365 security, privacy, compliance, transparency, and service continuity can be found in the [Office 365 Trust Center](#) and the [Service Trust Portal](#). The Office 365 platform incorporates security at every level, from application development to physical datacenters to end-user access. Today, fewer and fewer organizations have the ability to maintain an equivalent level of security on-premises at a reasonable cost.

Importantly, Office 365 applications include both built-in security features that simplify the process of protecting data and the flexibility for administrators to configure, manage, and integrate security in ways that make sense for their unique business needs. When businesses choose Office 365, they get a partner that truly understands business security needs and is trusted by companies of all sizes across nearly every industry and geography.

>> Special Offer <<

# Free Productivity Assessment

Assessment will include the following:

- Review of your organization's current productivity needs.
- Review of your current tools/solutions used for email, meetings, project management, file sharing, phone system, collaboration, data rights management, etc.
- Receive a detailed solution that includes a holistic approach to providing these tools to your employees through a single management portal with flexibility.
- Learn how access to these tools and services can be tailored to fit the specific needs of each employee or department.
- Let us show you how to reduce management frustrations and costs, and potentially lower IT spending by eliminating costly standalone subscriptions in favor of a holistic productivity suite using familiar Microsoft products.